

7298

Work Planning and Control ● Reporting System for Regional and District Office 2300 Activities



Department of the Treasury
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WORK PLANNING AND CONTROL REPORTING SYSTEM
FOR REGIONAL AND DISTRICT OFFICE
2300 ACTIVITIES

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WORK PLANNING AND CONTROL REPORTING SYSTEM
FOR REGIONAL AND DISTRICT OFFICE
2300 ACTIVITIES

OVERVIEW OF WP&C

Work Planning and Control (WP&C) is a reporting system designed to provide National, Regional and District management with the tools to effectively track 2300 Activity resources outside Service Center organizations. It is designed to assist in identifying the scope and utilization of ADP services and in projecting future needs.

WP&C is a Nationally used system which has been designed with sufficient flexibility to allow for individual customization at the Regional and District level. The heart of the system is the employee time data entered through the use of Form 8577, Employee Time Report, or individual data entry. This report accounts for all staffhour expenditures for the reporting week, categorized by the task and user code applicable to the activity performed and customer serviced.

While WP&C is mandated by the National Office with the intent of capturing data for budgeting and planning purposes, its real power and utility is as a management tool at the local level. Certain codes (task and user) have been defined at the National level. However, the flexibility exists for the local office to add its local definitions. While it is expected that this will vary from office to office, and region to region, defining and establishing local options is a critical and first step in implementing WP&C in your office.

This document is one of the tools you will need to effectively use WP&C. It is divided into sections for managers, WP&C Coordinators, users, and data entry operators. Another tool is the WP&C System Administrator instruction (sys.doc.) It contains installation and maintenance procedures, file schemas and definitions, and other information necessary to keep WP&C up and running from a systems perspective.

SECTION I - MANAGEMENT

PURPOSE

This Section provides information to management concerning processing cycles and report descriptions and examples.

Processing Cycles

Exhibits 1-1 and 1-2 contain a general description of the WP&C program cycle at a local and Regional level.

REPORTS

The system executes the generation of hard-copy reports for use at the district, regional, and national office level to assist in identifying the scope of Activity 2300 staff utilization and in projecting future needs.

Local Reports

1. Following are brief descriptions of local reports that are available to both district and regional headquarters management for use in tracking various 2300 activities and in aiding coordinators in fulfilling their responsibilities. You may find a number of these reports useful in providing feedback to your customer functions.

- a. **Task Code Listing** produces a list of all valid task codes sorted numerically by code with alpha codes appearing last. An example is shown in Exhibit 2-1.
- b. **User Code Listing** produces a list of all valid user codes sorted numerically by code with alpha codes appearing last. An example is shown in Exhibit 2-2.
- c. **Validation Reports** are used by the coordinator to validate weekly data that was entered into the temporary time, and may be run by organization or by individual employee. Examples are shown in Exhibits 2-3 and 2-4.

- d. **Hours by Employee by User** shows time charged to each specific user for each employee in the organization and includes the task code to which time was charged. An example of this report is shown in Exhibit 2-5.
- e. **Multi-User by Employee** shows time charged to the multi-function user code for each employee in the organization and includes task codes to which time was charged. An example of this report is shown in Exhibit 2-6.
- f. **Position Summary Report** reflects the number of hours charged to each major task code by position and may be consolidated or run by specific organization. An example of this report is shown in Exhibit 2-7.
- g. **Hours by User and Task** produces a report reflecting staff hours charged to all major task codes broken down by user and ADP organization. A consolidated or summary report by organization is available. An example of the report by ADP organization is shown in Exhibits 2-8a through 2-8c. An example of the summary report is shown in Exhibit 2-9.
- h. **Task Code Analysis Report** produces a summary reflecting staff hours and percent of hours charged to all major task codes. A consolidated report or summary by organization may be produced. Examples of these reports are shown in Exhibits 2-10a and 10b.
- i. **User Code Analysis Report** produces a summary reflecting staff hours and percent of staff hours charged to all users. A consolidated report or summary by organization may be produced. Examples of these reports are shown in Exhibits 2-11a and 11b.
- j. **Workplan vs Actual Hours** produces a report showing actual staff hours used to date versus projected staff hours for those projects selected for tracking. **Staff hours are accumulated only for those projects on which an actual start date has been entered into the system.** An example of this report is shown in Exhibit 2-12.
- k. **The Time Code Summary Report** lists all staff hours, sorted by organization, that have been charged to each of the authorized time codes. An example of this report is shown in Exhibit 2-13.
- l. **Hours by User** produces a report listing each user code to which time has been charged, the hours that were charged, who charged it, and to what task code. An example of the report is shown in Exhibit 2-14.

2. An area has been set aside to accomodate any other reports that may be deemed necessary by local management. There are presently two (2) additional reports that may be of value to you and are described below:

- a. **Project Summary by User** produces a report showing time charged to users for each project by task code for the specified period. An example of this report is shown in Exhibit 2-15.
- b. **Task Summary by Project** produces a report showing time charged to users by task code and further broken down by project name for the specified period. An example of this report is shown in Exhibit 2-16.

3. Local management has the option of allowing their employees to enter their own WP&C time. Employees exercising this option may generate a hard copy or screen displayed validation report to check the accuracy of their data entry. An example of this individual validation report is shown in Exhibit 2-17.

Regional Reports

Following is a brief description of reports that may be produced at the regional office level from summary data provided by district offices and the regional headquarters office. These reports may be used for tracking various 2300 activities for a particular region and will enable you to monitor by organization category (ACS, Non-ACS, or All.)

- a. **Project Analysis Report** shows time charged by the regional office headquarters and each district office, to national office projects as well as total time charged to local projects. Reports may be generated for all organizations or specified organizations and reflect either staff years or staff hours. An example of this report is shown in Exhibit 3-1.
- b. **User and Task Analysis Reports** reflect time charged by each district office and the regional headquarters by user or task respectively. Reports may be generated for all organizations or specified organizations and reflect either staff years, staff hours, or percentage of total by site. Examples of these reports are shown in Exhibits 3-2 and 3-3.

- c. **FTE/Staff Years/Staff Hours Realized Reports** reflect total time charged by each district and regional headquarters office for a specified period. Reports may be generated to reflect staff hours, staff years, or FTE realized. An example of this report is shown in Exhibit 3-4.
- d. **Summary Report by Position Type** reflects time charged by selected position and employment category for each district office and regional office headquarters. An example of this report is shown in Exhibit 3-5.
- e. **Summary Report-By Employment Category** reflects time charged to a specific category of employment for each district and the regional office headquarters. Report may show either staff hours or staff years. An example is shown in Exhibit 3-6.

National Office Reports

Following is a brief description of reports that may be produced by the National Office from summary data furnished by each region and may be used in tracking 2300 activities and projecting future needs.

- a. **Project Analysis Report** shows time charged by each region to national office projects as well as total time charged by each region to their local projects. An example of this report is shown in Exhibit 4-1.
- b. **User and Task Analysis Reports** show time charged by each region by user or task respectively. Reports may be generated for all organizations or a specific organization and reflect either staff years or percentage of total at each region. Examples of these reports are shown in Exhibits 4-2 and 4-3.
- c. **Full Time Equivalent Realized Report** reflects FTE totals for each regional office by district sub-totals and regional office total. The report also includes a service-wide recap. An example of this report is shown in Exhibit 4-4.
- d. **Staff Years Realized Report** shows the number of staff years realized for each region for a specified period of time and includes a service-wide recap. An example of this report is shown in Exhibit 4-5.
- e. **Summary Report-By Position Type** reflects time charged to a selected position and employment category within each region including a service-wide recap. An example of this report is shown in Exhibit 4-6.

- f. **Summary Report-By Employment Category** reflects time charged within each region by selected employment category including a service-wide recap. An example of this report is shown in Exhibit 4-7.

**Establishing the Employee
Information File**

1. Before employee time can be entered into the WP&C system, an Employee Information File must be established. The Resource ID Master File Adjustment, Form 8277, or other locally developed method, may be used to establish this file or to update the file when a change in employee status occurs. Gathering this information is a management responsibility.

2. Whether or not local management elects to use this form, the following information must be provided to the WP&C Coordinator for entry into the employee file.

a. **Type of Action** - Check applicable box.

b. **Date of Action** - Enter the effective date of the action.

c. **Pay Plan** - Complete according to the salary category of the employee as follows:

- (1) **Salary** - If a region or district elects to track dollar costs as well as staff years, the employees' annual salary should be entered here. This is at the option of the region or district. This data would be used to provide dollar costing only, and would have nothing to do with payroll computations. Since the program does not compute employee compensation, it would have to be manually computed or a local program devised to do the computations.
- (2) **Pay Plan** - If the employee is paid under the GM pay plan, check the appropriate block. For employees paid under the General Schedule (GS), enter the grade and step. If the employee is paid by an agency other than IRS, check NP. Check PT if the employee does not fit any of the other categories.

d. **Employment Codes** - Enter as shown below:

- 1 - Temporary
- 2 - Permanent Full-time
- 3 - Permanent Part-time
- 4 - Co-op

e. **Position Codes** - Enter as shown below:

- 01 - Manager
- 02 - Clerical/Secretary
- 03 - System Administrator
- 04 - Computer Operator
- 05 - Computer Assistant
- 06 - Computer System Analyst
- 07 - Computer Programmer/Analyst
- 08 - Program Analyst
- 09 - Management Analyst
- 10 - Management Assistant
- 11 - Data Communication Specialist
- 12 - Data Security Analyst

2. The completed form/information is given to the WP&C Coordinator for data entry. This information must be entered before any employee time data will be accepted by the system.

3. Changes to the Employee Information File such as employee name, grade, step, position or employment classification, or deletion of an employee, may also be submitted to the coordinator on Form 8277. The appropriate box at the top of the form should be checked to identify the type of action taken.

SECTION II - LIAISON/COORDINATOR

PURPOSE

This section provides specific guidance and procedures to be followed by the WP&C Coordinator at District, Regional, and National Office level, when entering data to sensitive files and executing file maintenance and utility programs.

PROTECTED DATA FILES

Before WP&C will accept any employee time data for entry into the temp_time database, the **Organization, Task, User, and Employee Information Files** must be established. Use of the **Work Plans File** is optional. However, If management intends to track projects with it, this file must be established prior to entry of employee time data. In order to protect the integrity of these files, they should be password protected to ensure that access is limited to the WP&C Coordinator.

Procedures Data Entry

1. Once you have logged into the WP&C System, the following Master Menu will appear:

WORK PLANNING AND CONTROL

1. DATA ENTRY SCREENS
2. FILE MAINTENANCE/UTILITIES
3. LOCAL REPORTS
4. REGIONAL MENU
5. NATIONAL MENU
0. RETURN TO MAIN MENU

Please enter your selection ==>

2. To access any of the Code Files, select option 1 from the Master Menu and the following "Data Entry Screen Menu" will be displayed: (NOTE: Refer to Section IV of this guide for specific instructions on the use of PERFORM Screens.)

WORK PLANNING AND CONTROL

DATA ENTRY SCREENS

1. Employee Timesheets
2. Validate Individual Employee Timesheets
3. Employee Information
4. User Codes
5. Task Codes
6. Organization Codes
7. Project Tracking
8. Master Time Adjustments
0. RETURN TO WP&C MENU

Please enter your selection ==>

3. Data files accessed by selecting options 3 through 8 are protected and require entry of a password before they can be accessed. When selecting one of these options, the following prompt will appear:

NAME OF FILE

This option allows you to update the (Name of Selected File.) You must be authorized to proceed with this option.

Please enter your password:

code "0" can only be applied to employees working in support of the ACS site. The designation may not be applied to all employees of a District merely because it includes an ACS site. Specific Regional and District Office codes are contained in Section III.

Project Tracking Data Entry

1. Select option 7 from the Data Entry Screens menu to display the Project Tracking screen shown below:

WORK PLANNING AND CONTROL REPORTING SYSTEM

Project Tracking System

```
National User Code: [   ]
Local Code: [       ]
Est Hours: [0       ]
Est Start Date: [00/00/00]
Est Stop Date: [00/00/00]
Actual Start Date: [00/00/00]
Actual Stop Date: [00/00/00]
Remarks: [                               ]
```

2. Tracking project progress is conducted at the discretion of Regional and District management. If a decision has been made to track projects, local management must devise appropriate procedures to administer this aspect of the WP&C program.

Employee Information File Data Entry

1. The Employee Information File contains sensitive data such as employee social security numbers and salary information. For this reason greater precautions should be taken to protect this file from unauthorized access. This file, like the ones above, should also be password protected.
2. Select option 3 from the Data Entry Screens menu and enter your password to display the Employee Information File screen shown below:

WORK PLANNING AND CONTROL REPORTING SYSTEM

Employee Information File

Date of Action: [00/00/00]
Social Security Number: []
First Initial: []
Middle Initial: []
Last Name: []
Position Code: [] *
Pay Plan: []
Grade (GS): []
Step (GS): []
Series (GS): []
Salary: [0]
Organization Code: [] *
Employment Code: []
Employee Status: []

3. Data is entered to this file from information reflected on Form 8277, Resource ID Master File Adjustment document, or other locally developed method. Salary is an optional entry and should only be entered if local management has elected to track costing. Otherwise it is left blank. The organizational code will not be accepted until the organizational code file has been established. When an employee leaves the organization, the status code for that employee must be changed from "c" for current to "f" for former. **Do not delete an employee record before the beginning of a new fiscal year since this will adversely impact on the accuracy of subsequent reports.**

Master Time File Adjustments

1. At times it may be necessary to make corrections or adjustments to time sheet data that has been previously entered and subsequently transferred to the master time file. To make these adjustments, select option 8 from the Data Entry Menu and enter your password to access the following data entry screen:

WORK PLANNING AND CONTROL REPORTING SYSTEM

Master Time File Adjustments

Period Ending Date: [00/00/00]
 Social Security Number: []
 Organization Code:
 Employee Name:

Task Code	Micro Code	--User Code-- N.O. Local		SAT Code	Time Code	Day Code	Hours	Total Hours
[]	[]	[]	[]	[]	[]	[]	[0.0]	0.0

2. Information concerning the total number of hours charged to a specific employee, or all employees, for all or selected task and or user codes, time codes, etc., may be secured by using the query command and entering the following:

- Enter SSN only for all hours charged year-to-date without regard to task or user code.
- Enter SSN and task, user, or other valid code, to obtain all hours charged year-to-date for code(s) selected.
- Enter only the task, user, or other applicable code (or combination of codes), to obtain all hours charged year-to-date for all employees meeting the selected criteria.
- To obtain the above information for a specific week, also enter the "Week Ending Date" to your inquiry.

District Office File Maintenance/Utilities

1. In order to protect the integrity of the data in the WP&C master time file, data is first entered to temporary files and validated. After validation, the temporary files are added to the master time file and subsequently processed as reports and roll-up data files.

2. Select Option 2 from the main WP&C menu to display the following File Maintenance/Utilities screen:

FILE MAINTENANCE/UTILITIES
(DISTRICT OFFICE ONLY)

1. Transfer Temp Time to Master Time
2. Create Summary Files for Transmission
3. Create Tape for Transmission
0. RETURN TO WP&C MENU

Transfer of Temporary Time to Master Time File

1. Employee time information is entered into a temporary data file. After all time data has been entered for the week, validity reports are generated and verified by management. After this validity check is complete, the coordinator will select option 1 from the File Maintenance Utilities Menu and the following screen will appear. All options from this menu are password protected.

TRANSFER OF TEMPORARY TIME TO MASTER TIME FILE

This option transfers time from the temporary time file to the master time file for a selected time period. You must be authorized to proceed with this option.

Please enter your password:

2. Enter your password and the following transfer screen will be displayed:

TRANSFER OF TEMPORARY TIME DATA TO MASTER TIME FILE

This option allows you to transfer data from the temporary data file to the master data file. A backup file name will be automatically assigned and copied into the SAVEDATA directory each time the transfer is made. All time should be validated and approved prior to the transfer.

Do you wish to continue (y/n)? []

Enter the period beginning date: []

Enter the period ending date: []

Your backup file name is:

Press <RETURN> to continue.

3. After your responses have been entered, time information will be transferred to the "master time" file for subsequent transmission to the Regional Office. Remember that periodic tape backup of your data files must be made.

4. Reports may now be generated following the procedures outlined in Section IV of this document.

Creating Summary files for Transmission to the Regional Office

1. Depending on the requirements of each region, Districts must create summary files for transmission to the Regional Office on a monthly or quarterly basis. To create these files, select option 2 from the File Maintenance/Utility Menu and the following screens will appear:

CREATE SUMMARY FILES FOR TRANSMISSION

This option creates summary data files for transmission to the Regional Office. You must be authorized to proceed with this option.

Please enter your password:

2. Enter your password and the following screen will be displayed:

CREATE SUMMARY FILES FOR TRANSMISSION

This option allows you to create summary files for transmission to the Regional Office. All data should be entered for the appropriate period.

Do you wish to continue (y/n)? []

3. Enter [y] and the following screen will be displayed:

WORK PLANNING AND CONTROL

This option produces summary data files for transmission to the Regional Office. Please select the quarter for the appropriate ending period or the option for monthly transmission.

- 1. FIRST QUARTER
- 2. SECOND QUARTER
- 3. THIRD QUARTER
- 4. FOURTH QUARTER
- 5. MONTHLY TRANSMISSION
- 0. RETURN TO MENU

Please enter your selection -->

4. When option 5 is entered, the following screen will be displayed:

WORK PLANNING AND CONTROL

CREATE SUMMARY FILES

This option produces summary data files for transmission to the Region. Please select the month for the appropriate ending period.

- | | |
|-------------|---------------|
| 1. OCTOBER | 7. APRIL |
| 2. NOVEMBER | 8. MAY |
| 3. DECEMBER | 9. JUNE |
| 4. JANUARY | 10. JULY |
| 5. FEBRUARY | 11. AUGUST |
| 6. MARCH | 12. SEPTEMBER |

0. RETURN TO FILE MAINTENANCE MENU

Please enter your selection -->

5. Whether you are required to transmit your summary files to the Region on a monthly or quarterly basis, the entire file from October 1 will always be **recreated** each time this option is used.

6. After your summary files have been created, districts may also run Regional and National Office reports. However, keep in mind that only data for your district will appear on those reports.

Transmitting Summary Files to the Regional Office

1. After the summary files have been produced, you will need to create a transmittal tape for the region. Select option 3 from the File Maintenance/Utilities Menu to display the following screen.

CREATE REGION DATA TAPE FOR TRANSMITTAL

This option creates a data tape for transmittal to the Regional Office. You must be authorized to proceed with this option.

Please enter your password:

2. Enter your password and the following screen will be displayed:

CREATE REGION DATA TAPE FOR TRANSMITTAL

This option allows you to create a data tape for transmission to the Regional Office.

NOTE: Be sure that you have selected option 2 - Create Summary Files for Transmission - BEFORE continuing.

Do you wish to continue (y/n)? []

3. After entering [y] the following will appear:

Select a tape for data transmittal and load it onto this system. Indicate which device you have selected...

1. 9-track tape
2. Upper Cassette Drive
3. Lower Cassette Drive

Please enter your selection-->

4. All files in the TRANSDATA directory will now be tarred to the selected device for subsequent forwarding to the Regional Office.

NOTE: If your Region elects to transmit summary files via modem instead of tape, all four files found in the TRANSDATA directory must be transmitted.

**Regional Office
Procedures - Data Entry**

The WP&C program provides for the roll-up of data to the Regional Office through the creation of summary files at the district level which will normally be transmitted by tape. This is then sorted into a Regional database. (This results in a requirement to maintain two databases at the Regional Office. One for the DP Staff there, and the consolidated database for the Region as a whole.)

Loading District Office Data

1. Select option 4 from the Main WP&C Menu to display the following Regional Office Menu:

WORK PLANNING AND CONTROL

REGIONAL REPORTS

1. Project Analysis Report
2. User Analysis Report
3. Task Analysis Report
4. FTE/Staff Years/Staff
Hours Realized
5. Summary Report-By Position Type
6. Summary Report-By Employment
Category

DATA ENTRY

7. District Codes

FILE MAINTENANCE/UTILITIES

8. Load District Files (All)
9. Load One District
10. Create Tape for National
Transmission

p)rinter -->
adjust setting
to 16.5 cpi

0. RETURN TO WP&C MENU

Please enter your selection -->

2. Before District Office data can be loaded into the Regional Office system, option 7 - Data Entry - from the Regional Menu, must be selected.

This option needs to be performed only one time. It is used to enter all district office codes within your region. NOTE: All selections from the Data Entry and File Maintenance/Utilities menu are password protected and will generate the following screen when options 7 through 10 are selected:

DATA ENTRY AND FILE MAINTENANCE/UTILITIES

You must be authorized to proceed with these options.

Please enter your password:

3. After selecting option 7 and entering your password, the following screen will be displayed:

WORK PLANNING AND CONTROL REPORTING SYSTEM

District/Region Codes

District/Region Code: []

4. Enter your Regional Office Code and each of your District Office Codes. District office files may now be loaded to the Regional Office database.

File Maintenance/Utilities

1. After all district files have been received and tarred into the TRANSDATA directory by the Systems Administrator, select option 8 from the menu to load the files into a consolidated district office database from which a transmission tape can be produced for the National Office. No other screen entries are required. File names are displayed as they are loaded.

2. Option 9 provides the capability to load a specific data base file from one district. This is useful should an error occur with a district or when a district tape is submitted late. **However, if the district data has been previously loaded, do not use this option again.** Reloading the district again will result in multiple records in the database. Instead, use option 8 to erase and reload all district data. When using this option to reload data, all previously loaded files are automatically erased. When needed, select option 9 and enter your password to display the following input screen:

Enter district code: []

3. Reports may be generated following the procedures outlined in Section IV of this document.
4. After all the district files have been loaded, select option 10 to create a tape for transmission of data to the national office. Enter your password and the following screen will be displayed:

CREATE SUMMARY FILES FOR TRANSMISSION

This option allows you to create summary files for transmission to the National Office. All district data must be loaded into the appropriate files.

Do you wish to continue (y/n)? []

5. Enter [y] and the following screen will be displayed:

WORK PLANNING AND CONTROL

CREATE SUMMARY FILE

This option produces summary data files for transmission to the National Office. Please select the quarter for the appropriate ending period.

1. FIRST QUARTER
2. SECOND QUARTER
3. THIRD QUARTER
4. FOURTH QUARTER
0. RETURN TO MENU

Please enter your selection -->

6. When the summary is finished, you will be prompted to select the appropriate tape device as follows:

Select a tape for data transmittal and load it onto this system. Indicate which device you have selected...

1. 9-track Tape
2. Upper Cassette Drive
3. Lower Cassette Drive

0. Return to Menu

Please enter your selection -->

7. Enter your selection and the files will be tarred to the selected device for subsequent transmittal to the National Office.

Roll-up of WP&C Data

The Dallas District, Southwest Region, serves as the National Office Systems Control Point for WP&C. Quarterly roll-up tapes will be forwarded to arrive in Dallas District no later than the first day of February, May, August and November. Forward tapes to:

Internal Revenue Service
1100 Commerce Street
Mail Stop 6200 DAL
Dallas, Texas 75242

Attn: WP&C Coordinator

National Office Procedures - Data Entry

The WP&C program provides for the roll-up of data to the National Office through the creation of Summary files at the regional level. These files are transmitted on tape to the Dallas District Office who will roll-up data for the National Office.

Loading Regional Office Data

1. Select option 5 from the Main WP&C Menu to display the following National Office Menu:

WORK PLANNING AND CONTROL

NATIONAL REPORTS

1. Project Analysis Report
2. User Analysis Report
3. Task Analysis Report
4. FTE Realized Report
5. Staff Years Realized Report
6. Summary Report-By Position Type
7. Summary Report-By Employment Category

p)rinter -->
adjust setting
to 16.5 cpi

DATA ENTRY

8. Region Codes

FILE MAINTENANCE/UTILITIES

9. Load Region Databases
10. Load One Region

0. RETURN TO WP&C MENU

Please enter your selection ==>

2. Before Regional Office data can be loaded into the National Office system, option 8 - Data Entry - from the National Menu, must be selected. This option needs to be performed only one time. It is used to enter all Regional office organizational codes. NOTE: All Data Entry and File Maintenance/Utilities menu selections are password protected and will generate the following screen when options 8 through 10 are selected:

DATA ENTRY AND FILE MAINTENANCE/UTILITIES

You must be authorized to proceed with these options.

Please enter your password:

3. After selecting option 8 and entering your password, the following screen will be displayed:

WORK PLANNING AND CONTROL REPORTING SYSTEM

Region Codes

Region Code: []

4. Enter Regional Office codes. Files received from the regions may now be loaded to the National Office database.

File Maintenance/Utilities

1. After all region files have been received and tarred into the REGDATA directory by the Systems Administrator, select option 9 to load the files into the consolidated National database. Since **all files** are being loaded, no other screen entries are required.

2. Option 10 provides the capability to load a specific database file from one region. This is useful should an error occur with a particular region or when a regional tape is submitted late. If required, select option 10 and enter your password to display the following screen:

Enter region code: []

7. After all the regional files have been loaded into your consolidated database, required reports may be generated. Refer to Section IV for report generation procedures.

SECTION III - EMPLOYEE INFORMATION

PURPOSE

This section defines the organizational, task, user, micro, SAT, and time codes used in the Activity 2300 Work Planning and Control system. It also contains instructions for completing Form 8277, Resource ID Master File Adjustment, and Form 8577, Employee Time Report. Procedures for validating individual employee data entry, when locally authorized, are also included.

Organizational Codes

A five-character Organization Code is assigned to each office. The first character identifies the regional office and the second and third identify the district office. The fourth and fifth characters are for local designation and may be used to identify post of duty or section to which an employee is assigned.

a. Regional Office Codes: (1st Character)

- 1 - Southeast Region
- 3 - Midwest Region
- 4 - Central Region
- 5 - Southwest Region
- 6 - North Atlantic Region
- 8 - Mid-Atlantic Region
- 9 - Western Region

b. District Office Codes: (2nd and 3rd Characters)

- | | |
|----------------------|--------------------|
| 01 - Regional Office | 17 - Milwaukee |
| 02 - Atlanta | 18 - Springfield |
| 03 - Birmingham | 19 - Cincinnati |
| 04 - Columbia | 20 - Cleveland |
| 05 - Greensboro | 22 - Indianapolis |
| 06 - Jackson | 23 - Louisville |
| 07 - Jacksonville | 24 - Parkersburg |
| 08 - Nashville | 25 - Richmond |
| 09 - Augusta | 26 - Houston |
| 10 - Boston | 27 - Albuquerque |
| 11 - Burlington | 28 - Austin |
| 12 - Hartford | 29 - Dallas |
| 13 - Portsmouth | 30 - Little Rock |
| 14 - Providence | 31 - New Orleans |
| 15 - Chicago | 32 - Oklahoma City |
| 16 - Detroit | 33 - Albany |

34 - Brooklyn	56 - Boise
35 - Buffalo	57 - Helena
39 - Aberdeen	58 - Honolulu
40 - Cheyenne	59 - Los Angeles
41 - Denver	60 - Phoenix
42 - Des Moines	61 - Portland
43 - Fargo	62 - Las Vegas
45 - Omaha	63 - Salt Lake City
46 - St. Louis	64 - San Francisco
47 - St. Paul	65 - Seattle
48 - Wichita	66 - Anchorage
49 - Baltimore	67 - Manhattan
51 - Newark	70 - Sacramento
52 - Philadelphia	71 - San Jose
53 - Pittsburgh	72 - Laguna Niguel
55 - Wilmington	73 - Fort Lauderdale

- c. Limited Local Option: (4th Character). This position is used to indicate an Automated Collection Site (ACS) within a District. An entry of "0" indicates an ACS site. Any other entry is a non-ACS site. Non-ACS operations must be a character other than "0".
- d. Local Option: (5th Character). May be used to denote branches, sections, etc.
- e. Examples: Organization Code 96500 would be used for the Computer Branch ACS Site, Seattle District, Western Region. Code 96510 would be used for the Computer Operations Section, Automation Support Branch, Seattle District.

Task Codes

1. A task is a set of job related activities that employees perform. When assigning time to a task, the rule to keep in mind is that the work actually performed determines which task designation is appropriate, **not** the position or job description of the person doing the work. Each task is represented by a three-character code as follows:

Task 000, Detail from Non-2300 Activity
 Task 100, Computer Operations
 Task 200, Support Operations
 Task 300, New Application Development
 Task 400, Initial Modification of Imported Applications
 Task 500, Program Maintenance and Modification
 Task 600, Security

Task 700, Systems Administration
 Task 800, Technical Analysis
 Task A00, Acquisition Support
 Task B00, Data Communications
 Task C00, Data Administration
 Task D00, Conducting Training
 Task E00, Clerical
 Task 900, Overhead

2. Tasks 000 through 800 and A00 through E00 are considered Direct Tasks, and Task 900, an Overhead Task. With the exception of overhead, only the first character is nationally prescribed, while the second and third are for local use. Descriptions of major activities to be included in each task are identified below:

- a. **Detail from Non-2300 Activity (000)** - Any task performed by employees detailed to a 2300 Activity-funded area, but paid from other Activity funds. This code is to be used only when it is desirable to capture the total hours/costs of a project, and employees who are paid from other than 2300 funding are contributing to the development of that project. Hours/costs charged to this task will appear as a line item on the reports, but will not be included in the overall report totals so the actual 2300 figures will not be distorted. Because the work of detailees will correspond to the work of regular employees, it is suggested that the second character of this task correspond to the first character of the applicable tasks described below. A detailee performing a computer operations task would charge time to Task 010. The same person performing a data communication task would charge time to 0B0 and so on. Adoption of this convention is a decision of local management.
- b. **Computer Operations (100)** - Operating Computer, printer, or other ADP equipment; checking and verifying job set ups; pre-run and post-run reviews; maintenance of shift logs; inter-communication logs and other manual logs; archiving files and backing up the central storage device; computer performance reporting, including identifying and reporting equipment malfunctions.
- c. **Support Operations (200)** - Library and media maintenance; preparing all Charge-Outs (Form 3220, Mass Storage Media) and tape labels (Form 3298, File Identification Label); shipping, receiving and controlling magnetic media; preparing Expired Retention Lists and updating the Inventory Control Card File; and library inventory control. Includes Systems Control Point procedures, acknowledgement of tape shipments, controlling

receipt and shipment of all programs, and systems software transmittals. Includes all scheduling operations, preparing Schedule Summaries and keeping them updated with current information as new jobs are added or completed.

- d. **New Application Development (300)** - All activities associated with the development of new applications, including meeting and coordinating with users; analysis of user requirements; design; development; testing and implementation. Development of all documentation including user and system manuals. Includes preparation of reporting documentation to regions or adherence to other reporting requirements. Review and update of TIS.
- e. **Initial Modification of an Imported Application (400)** - All activities associated with implementing imported applications for local use, such as meeting and coordinating with users, evaluating application for local use, software changes, program modification, testing and installation. Review and update of TIS.
- f. **Program Maintenance and Modification (500)** - All activities associated with maintaining, modifying or problem resolution of existing applications such as meeting and coordinating with users, review of user requirements, installation and testing of program updates or changes, and problem solving and debugging. Modification of all documentation including user and system manuals. Includes adherence to Regional and other reporting requirements.
- g. **Security (600)** - Includes time spent establishing, enforcing, and maintaining security requirements to meet the minimum standards described in IRM 1(16)12, Managers Security Handbook; IRM 1(16)13, Computer Security Standards Handbook; IRM 1(16)83, Computer Systems Security Program Administration Handbook; and IRM 1(16)85, Small-Scale Computer Systems Security Handbook.
- h. **Systems Administration (700)** - Includes time used to oversee and maintain the mini/micro computer systems used by various organizational components for information processing and automation. Includes system administration for customer use, adding, changing and deleting users; maintaining system security and assigning security access and passwords; taking corrective action on hardware/software problems or inefficiencies, including vendor contact; managing file space and monitoring system performance; maintaining system logs, documenting problems and preparing related reports.
- i. **Technical Analysis (800)** - Time expended on analysis, program reviews for the DP Staff, various control systems, equipment

utilization, post-implementation review work, budget and resource issues, WP&C analysis, feasibility studies, and other staffing tasks.

- j. **Acquisition Support (A00)** - Includes time spent on duties relating to DP acquisition, installation and relocation, evaluation, operational adequacy, and contract administration. Time spent on feasibility studies regarding acquisition requirement; and preparation of technical specifications.
- k. **Data Communications (B00)** - Includes local interface with national/regional networks (DDC, STAR, PACNET/TCDN, etc.), local area networks (LAN) design, systems integration, protocol conversion/emulations, data transmission analysis, development of telecommunications architecture specifications and other related data communications activities.
- l. **Data Administration (C00)** - Includes the maintenance, operation, review, and monitoring of the Data Administration Program, reviews of new submissions into the data dictionary or standard abbreviation file. Assisting in the development of new data names in accordance with IRM 2553.13, Data Naming Standards, and assisting users of the data dictionary and the FSP Development System.
- m. **Conducting Training (D00)** - Time spent conducting user training classes including instructor preparation time, preparation of training aids, assisting in classroom setup, student screening, identification of needs, etc. Also includes informal seminars and other "one-to-many" user assistance situations.
- n. **Clerical (E00)** - Clerical tasks performed in support of Specific Data Processing Projects or other activities that aren't chargeable to task code 200 or overhead code 960.
- o. **Overhead (900)** - A description of activities to be charged to the various overhead programs is outlined in paragraph 5 below.

3. The second and third characters of the Task Codes may be locally assigned to provide further breakdown of activities. An exception to this is the use of Task Code 900. The second character value is assigned at National Office and this value may be the same for both the task and user code. The third character value for **Task Code 95X - Absence**, is also assigned by the National Office.

4. Specific Task Codes established for charging time to overhead activities are:

900 - All Other
910 - Management & Supervision
920 - Attending Training
930 - Administrative Programs
940 - Details Out
95X - Absence
960 - Clerical
970 - Union Activity

5. An explanation of major activities to be charged to the various overhead task codes follows:

- a. **All Other (900)** - Includes time spent in any overhead activity that does not fall into any other designated overhead task code.
- b. **Management & Supervision (910)** - Staff hours expended by management to supervise operations. Also may include time spent by acting managers and/or lead workers.
- c. **Attending Training (920)** - All hours spent attending training. This includes time spent for classroom and OJT instruction, as a student.
- d. **Administrative Programs (930)** - Includes staff hours expended in miscellaneous administrative activities such as staff meetings, conferences and seminars, meetings for charity and health fund drives, new employee orientation, EEO, special emphasis program activities, and payroll distribution.
- e. **Details Out (940)** - Official details to an organization outside the employee's assigned organization.
- f. **Absence (950)** - Includes all staff hours expended and properly chargeable to accrued or advanced annual and sick leave; also includes leave taken for holidays and tardiness excused by the supervisor. The following designations will be used to further distinguish the type of absence being reported:
 - 951 - Annual Leave
 - 952 - Sick Leave
 - 953 - Administrative Leave
 - 954 - Compensatory Leave Used
 - 955 - Credit Hours Used
 - 956 - Leave Without Pay/Absence Without Leave
- g. **Clerical (960)** - Includes all clerical staff hours used that are not chargeable to a specific task, such as timekeeping, telephone

reception, photocopying documents and secretarial duties in support of Data Processing management.

- h. **Union Activity (970)** - Includes time officially allowed for union activity such as meetings, training, negotiations, grievances, and any time spent for research or preparation of the above.

6. When overhead charges are attributed to a specific user or project, the task code for the overhead is associated with that specific user or project code. For example, if an employee was attending a class specifically to support work being performed on ACS (Automated Collection System), the task code would be 920 and the National Office code portion of the user code would be 602. When overhead is not attributable to a specific user, then the task and National Office code portion of the user code may match. For example, when attending a meeting for the savings bond drive, an employee would charge their time to task code 930 and National Office user code 930.

User Codes

1. Within each task, work is charged to a user. A user code identifies the customer that work is being performed for and may also identify the application or project being worked. The first character designates the customer. For National Office projects, the second and third characters identify the application or type of project. In addition to these first three characters, which are defined by National Office, there is a six character local option code available that may be used to further identify projects and users.

2. The following list defines the first character of the user code:

- 000 - Multiple User
- 100 - Computer Services
- 200 - Administration
- 300 - EP/EO
- 400 - Criminal Investigation
- 500 - Taxpayer Service
- 600 - Collection
- 700 - Examination
- 800 - Appeals/Counsel
- 900 - Overhead
- A00 - Internal Audit
- B00 - All Other (Outside Agencies)
- C00 - Returns Processing

3. Most of the above codes are self-explanatory. If an application is being developed for Examination, it is charged to user code 700. If a

problem was being addressed for Collection, time would be charged to user code 600. However, some codes need further explanation.

- a. **000 Multiple User** - This code is used in situations where work being performed shouldn't be charged to any one specific user, and is generally in support of the overall data processing effort and will benefit all users.
- b. **100 Computer Services** - This code is used to designate work performed solely for the benefit of Computer Services and no other user. Because the concept behind any data processing activity is to support the rest of the organization, this code should not be used too frequently.
- c. **200 Administration** - This encompasses the functions which are funded by Activity 78, such as: Resources Management, Equal Employment Office, Problem Resolution Program, and District Director's Office. If desired, the optional six character local user code may be used to further define specific functions.
- d. **800 All other** - Generally used to indicate work being performed in cooperation with or expressly for another government agency. For example, projects which might benefit the Customs Service, the FBI, or a State taxing authority would fall under this heading. Time should be reported to the benefiting users as appropriate. Time reported to the "All Other" category should be kept to a minimum.
- e. **C00 Returns Processing** - This is a user code that would most likely be used when work was being performed in cooperation with service center personnel and would be used by members of the regional DP staff, rather than district personnel.

4. An explanation of activities to be charged to the various overhead user codes was previously described in this section under "Task Codes."

National Office Project Designations

1. All work performed in support of the National Office projects listed below must be charged to that specific project code. The second and third character designations are:

- X00 - Local Applications and Activities
- X01 - Misc. National Applications
- 602 - ACS (Automated Collection System)
- 703 - CAAPIRS (Computer Assisted Audit Program Interactive Remote Job Entry System)

- 204 - AABES (Automated Accounting and Budget Execution System)
- 705 - ESP (Exam Support & Processing)
- 206 - PROMIS (Problem Resolution Mgt. Info. System)
- 607 - ICS (Integrated Collection System)
- 708 - AES (Automated Examination System)
- X09 - DACCS (Distributed Automated Correspondence Control System)
- 410 - ACI (Automated Criminal Investigation)
- 311 - EDS (EP/EO Determination System)
- X12 - ATS (Automated Training System)
- X13 - IDRS (Integrated Data Retrieval System)
- X14 - CRS (Communications Replacement System)
- 215 - CAMS (Capital Asset Management System)
- X16 - TIS (Technical Information System)
- X17 - MMDF (Multi-Channel Memo Distribution Facility)
- 218 - TRAS (Travel Reimbursement Accounting System)
- X19 - Data Dictionary
- 220 - Procurement Data System
- 521 - ATSS (Automated Taxpayer Service System)
- 122 - WP&C (Work Planning & Control for Activity 2300)
- X23 - PACNET (Packet Switching Network)
- X24 - TSMIS (Taxpayer Service Management Information System)
- X25 - SPARC (Systemic Problem and Advocacy Research Catalogue)
- X26 - CRMS (Formerly OAICS)
- X27 - X89 Reserved

2. For the above codes, the letter "X" indicates the character for any appropriate user may be entered. Where a specific number appears, only the user assigned by National Office may be charged for work performed on that particular project. The fact that a project may be the functional responsibility of a specific user is not the determining factor when deciding which user to charge for work performed. The deciding factor is which user is benefited. For example, TIS, MMDF, and Data Dictionary, should rarely be charged to User Code 100, Computer Services since the work will be performed for the benefit of other users even though these are Computer Service projects.

Micro-Indicator

For each task to which time is reported, a determination must be made whether the work performed was in support of a Micro system. Micro is defined here as related to a personal computer. Entry of a "0" indicates work performed was not in support of a Micro system; a "1" is used when work performed was in support of a Micro system.

SAT-Indicator

The Sat-indicator is used to show whether work being performed is for a SAT. An "0" will indicate non-SAT work, a "1" will indicate local systems testing, and a "2" will show a SAT mandated by the National Office.

Employee Time Report

The Employee Time Report, Form 8577, covers a weekly period from Sunday through Saturday. The report is to be completed by all employees assigned to Budget Activity 2300 in the regional and district offices, who are not exercising the direct data entry option, and submitted to their manager by close of business Monday of the following week. Entries should be posted daily. A separate line should be used whenever a code combination changes. Each unique combination of the task, user, time codes and micro and SAT indicators is a distinct time block to be identified on a separate line of the time sheet. If an item does not apply, leave it blank. The reverse of Form 8577 provides general instructions.

Instructions for Preparation

- a. Item 1 - Enter your assigned five-character Organizational Code.
- b. Item 2 - Enter your social security number.
- c. Item 3 - Enter your first initial, middle initial, and last name.
- d. Item 4 - Enter the week ending date. This will always be a Saturday ending date except for the end of the fiscal year.
- e. Item 5 - Enter page numbers.
- f. Item (a) - Enter the three-character task code for the work performed.
- g. Item (b) - Enter the micro-indicator. Program will only accept an entry of "0" or "1."
- h. Item (c) - Enter the three-character National Office user code of the work performed and, if applicable, the local user code. The local user code may not exceed six characters in length.
- i. Item (d) - Enter the SAT-indicator which may only be a "0", "1", or "2." The values associated with these codes are explained at the bottom of Form 8577.

- j. Item (e) - Enter the appropriate time code as described below. Codes are also listed on the bottom of Form 8577.

Time Code	Description
1	Regular. Any regularly scheduled tour of work performed. This includes annual, sick and administrative leave.
2	Overtime. All hours of work officially approved as overtime.
3	Holiday worked. Employees working on an official holiday will charge their time to this code.
4	Compensatory/Credit Time Earned. All hours worked that are officially approved as compensatory time or as credit hours.
5	Compensatory/Credit Time Taken. This code is used to reflect time previously earned and charged to time code 4, as it is used.

- k. Item (f) - Enter the hours for each task and user on the appropriate day. A different combination of task, user, and time codes require a new line entry. Unit of time as small as half an hour may be reported, though local management has the option of restricting employees to reporting time in whole hours only.
- l. Item (g) - Enter weekly total hours horizontally for each task/user/time code combination.
- m. Item (h) - Entries in the comments column are at the option of local management.
- n. Total - Enter daily and weekly total hours added vertically.

Individual Employee Data Entry Validation Procedures

1. Employees who are assigned to offices that allow them to enter their own time, may validate the accuracy of their entries by selecting option 2 from the Data Entry Menu. After making this selection, the following prompts will appear:

Enter Your SSN []

* Please enter the period beginning date: [mm/dd/yy]

* Please enter the period ending date: [mm/dd/yy]

Where do you want your report to print?

1. Current printer	Current Printer
2. lp	
3. qp	
4. aux	
5. Screen	

Enter your selection []

*** Note:** When validation report is being generated for only one week, both the period beginning and ending dates will be the same. Period beginning date will be different only when validation report is for two (2) or more weeks.

2. After entering your printer selection, the following message will appear on the screen:

One moment please ...

Your report is being prepared.

3. Depending on your print selection, the following report will either appear on your screen or be sent to the designated printer:

Organization 52920, Employee Name: Y. O. NAME

Task	Mic	-User NO	Code- Local	User Name	SAT	Time	Day	Hrs
----	----	-----	-----	-----	---	----	---	----
910	0	910	100	MANAGEMENT AND SUPERVISION	0	1	MO	8.0
910	0	910	100	MANAGEMENT AND SUPERVISION	0	1	TU	8.0
910	0	910	100	MANAGEMENT AND SUPERVISION	0	1	WE	4.0
951	0	951	000	ANNUAL LEAVE	0	1	WE	4.0
800	0	122	808	WP&C	0	1	TH	8.0
300	0	212	805	ATS-AUTOMATED TRAINING SYS	0	1	FR	8.0

								40.0

2. Any necessary corrections, additions, or deletions to your time may now be made. If assistance is needed, contact your WP&C Coordinator.

SECTION IV - DATA ENTRY

PURPOSE

This section has been prepared to provide procedures for entering WP&C Employee Time Data for both District and Regional Offices. Also included are procedures for accessing and generating local, regional, and national office reports.

ACCESSING THE WP&C FILES

After you have logged into the system, and depending on whether your office uses a menu to draw up Zilog Utilities, you may access the WP&C Master Menu from either a locally generated menu or directly from the Shell. Local procedures must be provided by your Systems Administrator, WP&C Coordinator, or your manager.

DATA ENTRY AND QUERY COMMANDS

This application uses the INFORMIX screen (PERFORM) to add, update, query and remove records. After selecting the appropriate option from the Data Entry Menu, a screen will be displayed with commands shown across the top. All of these commands may be executed by typing the first character of the command, such as "A" for the "Add" command, or "B" for the "Bye" to exit the file. When entering data, the command will continue to execute until either the "ESC" (Escape) key is typed to complete the command, the last field is filled, the "RETURN" key is entered in the last field, or the "DEL" (Delete) key is typed to abort the command. Following is a list of key words and their functions:

- | | |
|-----------|--|
| Q uery | Used to display information already existing in the database. |
| N ext | Used to display the nex record in a list after the record(s) are found using the Query command. |
| P revious | Used to display the previous record in a list after the record(s) are found using the Query command. |
| A dd | Used to make screen ready for entry of a new record by clearing all except default values. |
| U pdate | Used to change the contents of the record on the screen after the record is found using the Query command. |

R emove	Used to remove a record after that record has been found using the Query command.
F ile	Used to access another file when fields from more than one file can be displayed on the screen.
S creen	Used to move ahead when paging through a series of screens on the same record.
C urrent	Used to obtain the current contents of a record following a Query.
O utput	Used to send the screen data to an output file which can later be printed on the printer.
B ye	Used to exit the PERFORM screen.

MOVING THROUGH RECORDS

Following is a list of field editing control characters that may be helpful in moving around and editing the data in the PERFORM screen:

CTRL x	Deletes the character under the cursor
CTRL a	Turns on and off the character insertion mode
CTRL d	Clear to the end of the field
CTRL f	"Fast Forward" through the fields
CTRL b	"Fast Reverse" through the fields
CTRL c	Clears all fields when in query mode
CTRL p	Duplicates most recent value of current field into current record
CTRL w	Display help message
CTRL i,	Next field
Left arrow	Backspace

Right arrow	Forward space
Up arrow	Traverse backwards through the fields
Down arrow	Next field
ESC	Entry Complete
DEL	Abort command

ENTERING DATA

1. Upon entering the WP&C system, the following Master Menu will appear:

WORK PLANNING AND CONTROL

1. DATA ENTRY SCREENS
2. FILE MAINTENANCE/UTILITIES
3. LOCAL REPORTS
4. REGIONAL MENU
5. NATIONAL MENU
0. RETURN TO MAIN MENU

Please enter your selection ==>

2. Before WP&C will accept any employee time data for entry into the database, the **Organization, Task, User, and Employee Information File** must be established by the WP&C Coordinator at your district or regional office. Use of the work plans file is optional. District and Regional Office personnel need to establish this file prior to entry of Form 8577 data if they intend to track projects with it.

3. The following general procedures should be followed when adding records to the database:

- a. After the PERFORM screen appears on the terminal, press the "A" key. The following will appear at the top of the screen:

ADD: ESC executes. DEL aborts.

CTRL P for previous value. CTRL W for help.

- b. The cursor will be positioned at the first character of the first field where input should begin.
 - c. Enter the data into the fields provided. If you do not have any information to enter in the field, skip the field by pressing the RETURN key.
 - d. Some fields are required. You must fill required fields or your entry will not be accepted.
 - e. Some fields are defaulted, i.e., data already appears in the field. If the default data appearing on the screen is not the data you want to enter, type over it with the new data.
 - f. When you have completed entering the data, press the ESC key or the RETURN to read the record to the database. If the last field is completely filled, the record will be automatically read to the database. After a pause, the message "Record Added" will appear at the bottom of the screen.
 - g. If you find that too much data has been entered incorrectly, press the DEL key rather than the ESC key. This will cancel the command and the record will not be added.
4. To access any of the Code Files, select option 1 from the Master Menu and the following "Data Entry Menu" will be displayed:

WORK PLANNING AND CONTROL

DATA ENTRY SCREENS

1. Employee Timesheets
2. Validate Individual Employee Timesheets
3. Employee Information
4. User Codes
5. Task Codes
6. Organization Codes
7. Project Tracking
8. Master Time Adjustments

0. RETURN TO WP&C MENU

Please enter your selection ==>

5. **Employee Time Report Data Entry.** Select option 1 from the Data Entry menu to display the Employee Time Report data entry screen shown below.
NOTE: The Organizational, Task, User, and Employee Information files must all be established before Form 8577 data will be accepted. If error messages are displayed on the screen identifying invalid entries, the data entry clerk will note on the form 8577, data that is invalid and return to the originating area for correction. For those employees entering their own time, refer to Section III for validation procedures, or consult your local WP&C Coordinator:

WORK PLANNING AND CONTROL REPORTING SYSTEM

Form 8577 - Employee Time Entry

Period Ending Date: [00/00/00]
Social Security Number: []
Organization Code:
Employee Name:

Task Code	Micro Code	--User Code-- N.O.	Local	SAT Code	Time Code	Day Code	Hours	Total Hours
[]	[]	[]	[]	[]	[]	[]	[0.0]	0.0

6. The following steps must be followed when entering employee time from Form 8577:

- a. Enter PERIOD ENDING DATE. Each subsequent record entered will default to that date until a different date is entered. Date must be a Saturday or FY ending date or an error message will appear.
- b. Enter SOCIAL SECURITY NUMBER. This will automatically generate the organization and employee name on the screen and advance the cursor to Task code field. This information will default as each record is added until the SSN is changed.
- c. Enter TASK CODE. Cursor will advance to the next field.
- d. Enter MICRO CODE. Default code is "0". Any other code requires an entry.
- e. Enter USER CODE. After entering the 3-digit National Office Code, cursor will advance to optional six-digit LOCAL USER CODE. Enter code shown.
- f. Enter SAT CODE. Default code is "0". Any other code requires entry.
- g. Enter TIME CODE. Default code is "1". Any other code requires entry.
- h. Enter DAY CODE. This code may be entered by one of two methods. For those Regions and Districts electing to have each employee enter their own time on a daily basis, this code will be entered as the first two letters of that day of the week, e.g. TU = Tuesday. For those Regions and Districts choosing weekly input, enter "XX" instead of day codes. Will default to last entry.
- i. Enter HOURS. You only need to enter the decimal when increments of .5 hours are shown. When field is filled or the "Return" key is struck, the record will be added to the temporary database.
- j. **TOTAL HOURS.** Employees exercising the option to enter their time, may have their cumulative hours reflected in this field as it is entered. When entering your time, use the QUERY command to display total time previously entered for that week. If, at the end of the week, your total does not match your tour of duty, check for an error in time entered. Cumulative hours will not appear for data entered using day code XX.

7. You are now ready to enter the next record. After data entry has been completed for a particular week you will need to generate and print the Employee Validation Report that is explained in the reports section of this document.

REPORTS GENERATION

The system executes the generation of hard-copy reports through menu selections for local, regional, and national office reports as well as data base roll-ups. Each level of report generation is accessed through the main WP&C menu.

Print Options

1. In the lower left corner of the local, regional, and national office reports menu, is a selection showing the printer on which hard copy reports will be produced. If the printer identified is not correct, change the printer selection by typing a "p" and "return". This will display the printer menu which must be locally produced. Select the desired printer option and follow the prompts. Following is an example of local print menu for a networked facility:

SELECT PRINTER TYPE

1. lp	Present Printer -----
2. qp	
3. aux	
4. screen	

Enter printer type selection number and press <RETURN> __

2. After entering your printer type selection number you will be prompted to enter the number of the printer. After entering your selection, the screen will return to the reports menu where your new printer selection will be reflected.

3. Due to the width of most regional and national office reports, suggest the print size be set at 16.5 characters per inch.

**District Office
Local Reports**

1. Select option 3 from the main menu to display the following local reports (District level) menu:

WORK PLANNING AND CONTROL

LOCAL REPORTS

1. List of Task Codes
2. List of User Codes
3. Validation Reports
4. Hours by Employee - by User
5. Multi-User by Employee
6. Position Summary
7. Hours by User and Task
8. Task Code Analysis
9. User Code Analysis
10. Workplan vs Actual Hours
11. Time Code Summary Report
12. Hours by User
13. Process Reports in Background
14. Additional Local Reports

p)rinter -->

0. RETURN TO WP&C MENU

Please enter your selection -->

2. Initial selection of options 1 through 12 and option 14 of the Local Reports Menu will always display the following prompt for **all reports**:

Do you wish to: g)enerate a new report,
p)rint an existing report,
r)eturn to report menu

g/p/r --> []

3. When selecting the option to generate a new report and after entering the information for which you have been prompted, a message will appear on your screen advising that the report is being processed. When it is finished, the following will always appear. You may print reports at that time or wait until later. Note: Reports are not overwritten until the option to "generate" a new report is entered:

Your report is finished. Do you wish to print or

return to report menu (p/r)? []

Running Reports

1. Option 1 - Task Code Listing
- Option 2 - User Code Listing

- a. After selecting either of these options, you will not be asked to enter any other information but will simply be advised to:

Please wait.....

Your report is being prepared.

2. Option 3 - Employee Validation Report

- a. After selecting this option the following menu will appear:

EMPLOYEE VALIDATION REPORT

* Please enter the period beginning date: [mm/dd/yy]

* Please enter the period ending date : [mm/dd/yy]

You may generate the following reports:

1. Comprehensive Report by Organization
 2. Comprehensive Report by Organization
(Sorted by Order of Data Entry)
 3. Employee Reports
 4. Both Comprehensive and Employee
0. Return to Menu

Please enter your selection: []

* **Note:** When validation report is being generated for only one week, both the period beginning and ending dates will be the same. Period beginning date will be different only when validation report is for two (2) or more weeks.

- b. Enter the dates and report choice.
- c. After the validation reports have run, the following print menu will be displayed. You may print your reports at that time or save them for later.

EMPLOYEE VALIDATION

You may print the following reports:

1. Comprehensive Report by Organization
 2. Comprehensive Report by Organization
(Sorted by Order of Data Entry)
 3. Employee Reports
0. Return to Menu

Please enter your selection: []

- d. Enter your choice.

3. Option 4 - Hours by Employee by User
Option 5 - Multi User by Employee
Option 11 - Time Code Summary Report
Option 12 - Summary of Hours by User

- a. When selecting one of these options the following prompts will appear on the screen:

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

- b. Enter the requested dates.

- c. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

4. Option 6 - Position Summary
Option 8 - Task Code Analysis
Option 9 - User Code Analysis
Option 10 - Workplan vs Actual Hours

- a. When selecting one of these options, the following prompts will appear on the screen:

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

c)onsolidated report or by o)rganization (c/o) ==> []

- b. Enter dates and report choice.

- c. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

5. Option 7 - Hours by User and Task

- a. After entering the choice to generate a new report, the following prompts will appear on the screen:

HOURS BY USER AND TASK

You will be requested to enter three dates: weekly period ending date, cumulative period beginning and cumulative period ending dates. The period ending date MUST be a valid Saturday ending date and is used in the report to generate weekly statistics. The cumulative period beginning and ending dates may be any dates within the fiscal year. Only records falling within these dates will be included in the cumulative statistics.

Please enter weekly period ending date: [mm/dd/yy]

Please enter cumulative period beginning date: [mm/dd/yy]

Please enter cumulative period ending date: [mm/dd/yy]

- b. After entering the proper dates, the following report selection menu will appear:

HOURS BY USER AND TASK

1. Hours by User and Task without Summary Report.
2. Summary Report only.
3. Re-enter Dates.
0. RETURN TO REPORTS MENU.

c. Enter your selection.

d. A message will appear on the screen advising you that your report is being prepared. When finished, you may print the report at that time or wait until later.

6. **Option 14 - Additional Local Reports**

a. When selecting this option, the following sub-menu will appear:

WORK PLANNING AND CONTROL

LOCAL REPORTS

1. Project Summary by User
2. Task Summary by Project
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

p)rinter -->

0. RETURN TO WP&C MENU

Please enter your selection-->

b. After entering your report selection, a message will appear on your screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

Background Report Generation

1. In addition to generating reports individually and having to wait for them to process, option 13 of the Local Reports Menu, permits you to run reports in the background, thereby freeing up the system for other uses. All reports EXCEPT number 3 (Validation) and number 7 (Hours by User and Task) will be run in the background. If you have been asked to run the reports in the background, select option 13 and the following screen will appear:

RUN LOCAL REPORTS IN THE BACKGROUND

This option will run most of the local reports in the background. This process will take several hours. It is recommended that this selection be run at night.

1. Run reports in the background
2. Check current status
3. Reset process status
0. RETURN TO MENU

Please enter your selection -->

2. Should you need to check the current status of any reports that are running in the background, select option 2 from the above menu.

3. Should reports not process for any reason such as a system crash, power failures, etc., select Option 3 to reset the process status which will then permit you to generate any needed reports.

Regional Office Reports

1. Selection of options 1 through 6 from the Regional Office Menu will display the following prompt for **all** reports:

Do you wish to: g)enerate a new report,
p)rint an existing report,
r)eturn to report menu

g/p/r --> []

2. When the option to generate a new report is selected, and after required additional information is entered, a message will appear on the screen telling you that your report is being processed. When it is finished, the following prompt will always appear. Note: your reports may be saved and printed at any time. Reports are not overwritten until the option to "g)enerate" a new report is entered.

Your report is finished. Do you wish to p)rint or

r)eturn to report menu (p/r)? []

Running Reports

1. Option 1 - Project Analysis Report

- a. After entering the option to "g)enerate" a new report, the following will appear on the screen. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following organizations:

1. All Organizations
2. ACS Organizations
3. NON-ACS Organizations

Please enter your desired organization: []

You may run this report for the following:

1. Staff Years
2. Staff Hours

Please enter your selection: []

- b. Enter the appropriate responses. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

2. **Option 2 - User Analysis Report**
Option 3 - Task Analysis Report

- a. After entering either of these selections, and entering the option to "generate" a new report, the following will appear on the screen. (Note: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following organizations:

1. All Organizations
2. ACS Organizations
3. NON-ACS Organizations

Please enter your desired organization: []

You may run this report for the following:

1. Staff Years
2. Staff Hours
3. Percent of Total at Site

Please enter your selection: []

- b. Enter the appropriate responses. A message will appear on the screen advising that your report is being prepared. When finished, you may print the reports at that time or wait until later.

3. **Option 4 - FTE/Staff Years/Staff Hours Realized Reports**

- a. After making this selection and entering the option to "g)enerate" a new report, the following prompts will appear:

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following:

- 1. Staff Years
- 2. Staff Hours
- 3. FTE

Please enter your selection: []

- b. After entering the appropriate selection, a message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

4. **Option 5 - Summary Report By Position Type**

- a. After making this selection and entering the option to "g)enerate" a new report, the following will appear on the screen. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following:

1. Staff Years
2. Staff Hours

Please enter your selection: []

b. Enter your selection and the following screen will be displayed:

EMPLOYMENT CATEGORIES

-
1. Temporary
 2. Permanent Full-Time
 3. Permanent Part-Time
 4. COOP

Please enter your selection: []

c. Enter your selection and the following screen will be displayed:

POSITION CATEGORIES

-
1. Manager
 2. Clerical/Secretary
 3. System Administrator
 4. Computer Operator
 5. Computer Assistant
 6. Computer System Analyst
 7. Computer Programmer/Analyst
 8. Program Analyst
 9. Management Analyst
 10. Management Assistant
 11. Data Communications Specialist
 12. Data Security Analyst

Please enter your selection: []

- d. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

5. **Option 6 - Summary Report-By Employment Category**

- a. After making this selection and entering the option to "generate" a new report, the following will appear on the screen. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following:

1. Staff Years
2. Staff Hours

Please enter your selection: []

- b. Enter your selection and the following screen will be displayed:

EMPLOYMENT CATEGORIES

1. Temporary
2. Permanent Full-Time
3. Permanent Part-Time
4. COOP
5. All Categories

Please enter your selection: []

- c. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

National Office Reports

1. Selection of options 1 through 7 of the National Reports Menu will display the following prompt for all reports:

Do you wish to: g)enerate a new report,
p)rint an existing report,
r)eturn to report menu

g/p/r → []

2. When the option to generate a new report is selected, and after required additional information is entered, a message will appear on the screen telling you that your report is being processed. When it is finished, the following prompt will always appear. Note: your reports may be saved and printed at any time. Reports are not overwritten until the option to "g)enerate" a new report is entered:

Your report is finished. Do you wish to p)rint or
r)eturn to report menu (p/r)? []

Running Reports

1. Option 1 - Project Analysis Report

- a. After entering the option to "g)enerate" a new report, the following will appear on the screen. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following organizations:

1. All Organizations
2. ACS Organizations
3. NON-ACS Organizations

Please enter your desired organization: []

- b. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

2. **Option 2 - User Analysis Report**
Option 3 - Task Analysis Report

- a. After making either of these selections, and entering the option to "generate" a new report, the following will appear on the screen. (Note: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following organizations:

1. All Organizations
2. ACS Organizations
3. NON-ACS Organizations

Please enter your desired organization: []

This report may be run for:

1. Staff Years
2. Percent of Total at Site

Please enter your selection: []

- b. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the reports at that time or wait until later.

3. Option 4 - Full Time Equivalent Realized Report

- a. After making this selection and entering the option to "generate" a new report, the following will appear on the screen:

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

- b. After entering the proper dates, a message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

4. Option 5 - Staff Years Realized Report

After making this selection and entering the option to "generate" a new report, only the message that your report is being prepared will appear on the screen. When finished, you may print the report at that time or wait until later.

5. Option 6 - Summary Report-By Position Type

- a. After making this selection and entering the option to "generate" a new report, the following prompts will appear. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following:

1. Staff Years
2. Staff Hours

Please enter your selection: []

b. Enter your selection and the following screen will be displayed:

EMPLOYMENT CATEGORIES

-
1. Temporary
 2. Permanent Full-Time
 3. Permanent Part-Time
 4. COOP

Please enter your selection: []

c. Enter your selection and the following screen will be displayed:

POSITION CATEGORIES

-
1. Manager
 2. Clerical/Secretary
 3. System Administrator
 4. Computer Operator
 5. Computer Assistant
 6. Computer System Analyst
 7. Computer Programmer/Analyst
 8. Program Analyst
 9. Management Analyst
 10. Management Assistant
 11. Data Communications Specialist
 12. Data Security Analyst

Please enter your selection: []

- d. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

6. Option 7 - Summary Report By Employment Category

- a. After making this selection and entering the option to "generate" a new report, the following will appear on the screen. (NOTE: After each response is entered, subsequent prompts will appear.)

Please enter the period beginning date: [mm/dd/yy]

Please enter the period ending date: [mm/dd/yy]

You may run this report for the following:

1. Staff Years
2. Staff Hours

Please enter your selection: []

- b. Enter your selection and the following screen will be displayed:

EMPLOYMENT CATEGORIES

1. Temporary
2. Permanent Full-Time
3. Permanent Part-Time
4. COOP
5. All Categories

Please enter your selection: []

- c. Enter the appropriate response. A message will appear on the screen advising that your report is being prepared. When finished, you may print the report at that time or wait until later.

Period Beginning and Ending Dates

1. Reports generated by this system are based on specific beginning and ending dates. Reports generated for a one week period, will have the same beginning and ending date (a Saturday ending date.) Period beginning and ending dates will be different only when the report is for two (2) or more weeks.
2. Monthly and quarterly ending dates will be the Saturday ending date closest to the **last full week** of the month or quarter. For example, the monthly ending date for February 1988 would be 2/27/88 while the second quarter ending date for FY 88 would be 4/2/88.
3. Hours by User and Task. Generation of this report requires the entry of three dates: weekly period ending date, cumulative period beginning date and cumulative period ending date. The weekly period ending date **MUST** be a valid Saturday ending date and is used in the report to generate weekly statistics. The cumulative period beginning and ending dates may be any dates within the fiscal year. Only records within these dates will be included in the cumulative statistics.

LOCAL PROCESSING CYCLE

<u>Item</u>	<u>When Accomplished</u>	<u>Comments</u>
Creation of local codes - User - Task - Employee - Organization	Prior to entering employee timesheets	Should be updated when changes occur
Entry of employee time data	Daily/Weekly	
Validation of employee time	Weekly	Validation reports run after entry of data for period. Reviewed by Coordinator and/or manager
Transfer of time from temporary to Master file	Weekly	Coordinator makes file transfer after validation process completed. Local reports may be run once the data is on the MF.
Creation of Summary files	As Needed	Regional and National reports may be run, if desired. However, only local data will be included.
Create tape for transmission to region	Quarterly	May optionally transmit the files via modem

Exhibit 1-1

REGION PROCESSING CYCLE

<u>Item</u>	<u>When Accomplished</u>	<u>Comments</u>
Creation of district codes	Prior to loading any district data files	Updated only if changes occur
Loading of district summary files	Quarterly	Regional reports will be run. National reports may be run
Create summary files and tape for transmission to National Office	Quarterly	Forward tapes to Dallas District who will run required reports

Exhibit 1-2

Mar 31, 1988

WORK PLANNING AND CONTROL
LIST OF TASK CODES

Page 1

<u>TASK CODE</u>	<u>TASK NAME</u>
000	DETAIL, FROM NON-2300 ACTIVITY
010	DETAIL - COMPUTER OPERATIONS
020	DETAIL - SUPPORT OPERATIONS
030	DETAIL - NEW APPLICATION DEVEL
040	DETAIL - MODIFY IMPORT. APPL.
050	DETAIL - PROGRAM MAINT/MODIF.
060	DETAIL - SECURITY
070	DETAIL - SYSTEM ADMINISTRATION
080	DETAIL - TECHNICAL ANALYSIS
0A0	DETAIL - ACQUISITION SUPPORT
0B0	DETAIL - DATA COMMUNICATIONS
0C0	DETAIL - DATA ADMINISTRATION
0D0	DETAIL - TRAINING INSTRUCTOR
0E0	DETAIL - CLERICAL
100	COMPUTER OPERATIONS
101	DETAILS OUTSIDE ADP
102	SUPPORT - NATIONAL OFFICE
103	SUPPORT - SWR
104	SUPPORT - OTHER
105	PROJECT RELATED TRAVEL
200	SUPPORT OPERATIONS
201	DETAILS OUTSIDE ADP
202	SUPPORT - NATIONAL OFFICE
203	SUPPORT - SWR
204	SUPPORT - OTHER
205	PROJECT RELATED TRAVEL
300	NEW PROGRAM DEVELOPMENT
301	DETAILS OUTSIDE ADP (NEW)
302	SUPPORT-NATIONAL OFFICE (NEW)
303	SUPPORT - SWR (NEW)
304	SUPPORT - OTHER (NEW)
305	PROJECT RELATED TRAVEL (NEW)
310	REVIEW AND ANALYSIS (NEW)
311	REV/ANALYSIS-OUTSIDE ADP (NEW)
312	REV/ANALYSIS-N.O. SUPP (NEW)
313	REVIEW/ANALYSIS-SWR SUPP (NEW)
314	REVIEW/ANALY-OTHER SUPP (NEW)
315	REV/ANALYSIS-REL TRAVEL (NEW)

Mar 31, 1988

WORK PLANNING AND CONTROL
LIST OF USER CODES

Page 7

-- USER CODE --		USER NAME
N.O.	LOCAL	
200	542	RMD PERSONNEL PDS - IRA
200	543	DISPLAYPHONE
200	548	RMD OVERAGE TRAVEL
200	549	RMD CAREER DEV. LIBRARY INVEN.
200	550	PC STORYBOARD
200	551	PRO - PROMIS CHECK-OUT LOG
200	552	PRO LABELS
200	553	RMD - TELECOM. INVENT/BUDGET
200	563	RMD PAPERLESS 52
200	905	RMD AUTOMATION GENERAL
200	916	Q-ONE PROGRAM
200	917	OA. PROD. ASSMT. STUDY (OAPAS)
200	918	MICRO COMPUTER - PLANNING
206	802	PROMIS - PRO
212	805	AUTOMATED TRAINING SYSTEM(ATS)
213	816	IDRS
216	806	TECHNICAL INFORMATION SYSTEM
217	807	MMDF
223	810	PACNET
225	813	SPARC
226	817	OA INVEN. CTRL. SYS. (OAICS)
227	819	IRS C-LIBRARY
300	006	APPLICATION PRIORITIES
300	013	APPLICATIONS PROGRAM SHARING
300	014	SMALL-SCALE SECURITY
300	020	CSS PROCUREMENT GENERAL
300	070	OTHER USER TRAINING
300	200	MAINTENANCE AGREEMENT
300	203	ZILOG ACCOUNTING PACKAGE
300	205	SYSTEMS BACKUP & DISASTERS
300	210	ZILOG SYSTEMS ADMINISTRATION

2300 Activity Report
Weekly Hours Validation by Employee

Date - Thu Mar 31 1988
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Validation Week - 03/19/88
Organization - 52926

Employee Name	Task	Mic	NO	Local	User Name	SAT	Time	Day	Hrs
	930	0	100	011	STAFFING	0	1	XX	3.0
	530	0	200	451	RMD PERSONNEL ACTIONS	0	1	XX	7.0
	534	0	200	451	RMD PERSONNEL ACTIONS	0	1	XX	17.0
	951	0	951	000	ANNUAL LEAVE	0	1	XX	4.0
									40.0
	560	0	600	446	CGRS CONVERSION	0	1	XX	18.0
	560	0	600	562	BIDDER LISTING	0	1	XX	23.0
	951	0	951	000	ANNUAL LEAVE	0	1	XX	4.0
									45.0
	510	0	100	537	CSS TRAINING/PRIORITY SCHEDULE	0	1	XX	1.0
	520	0	100	537	CSS TRAINING/PRIORITY SCHEDULE	0	1	XX	4.0
	530	0	100	537	CSS TRAINING/PRIORITY SCHEDULE	0	1	XX	11.0
	540	0	100	537	CSS TRAINING/PRIORITY SCHEDULE	0	1	XX	6.0
	512	0	122	808	CSS WP&C PROGRAM	0	1	XX	.5
	552	0	122	808	CSS WP&C PROGRAM	0	1	XX	.5
	510	0	500	410	TPS VITA/TCE DATA BASE	0	1	XX	2.0
	530	0	500	410	TPS VITA/TCE DATA BASE	0	1	XX	4.0
	540	0	500	410	TPS VITA/TCE DATA BASE	0	1	XX	2.5
	550	0	500	410	TPS VITA/TCE DATA BASE	0	1	XX	1.5
	510	0	500	458	TPS DPAO MAILING	0	1	XX	1.5
	550	0	500	458	TPS DPAO MAILING	0	1	XX	.5
	920	0	920	200	ATTENDING TRAINING-GENERAL	0	1	XX	8.0
	952	0	952	000	SICK LEAVE	0	1	XX	1.0
									44.0
	530	0	200	429	RMD EMP. PROB. STATUS CTRL.	0	1	XX	1.0
	313	0	200	512	RMD AUTO. RGN TNG SYS (ARTS)	0	1	XX	6.0
	533	0	200	563	RMD PAPERLESS 52	0	1	XX	4.0

2300 Activity Report
Weekly Hours Validation by Employee

Date - Thu Mar 31 1988

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Validation Week - 03/19/88

Organization - 52900

Employee Name	Task	Mic	-User Code-		User Name	SAT	Time	Day	Hrs
-----	----	---	NO	Local	-----	---	----	---	----
	700	0	602	100	ACS PROJECTS	0	1	XX	18.0
	800	0	602	110	PRODUCTION-IBM	0	1	XX	2.0
	510	0	602	120	DYLAKOR PROGRAMS	0	1	XX	5.0
	520	0	602	120	DYLAKOR PROGRAMS	0	1	XX	2.0
	540	0	602	120	DYLAKOR PROGRAMS	0	1	XX	5.0
	550	0	602	120	DYLAKOR PROGRAMS	0	1	XX	1.0
	700	0	602	122	CONSULTING USER	0	1	XX	4.0
	700	0	602	123	CONSULTING VENDORS	0	1	XX	3.0

									40.0

Mar 31, 1988

WORK PLANNING AND CONTROL
HOURS BY EMPLOYEE - BY USER
Period: 02/06/88 - 03/05/88

Page 2

EMPLOYEE:

USER CODE/NAME -----	TASK CODE -----	HOURS -----
000 210-ZILOG SYSTEMS ADMINISTRATION	700	114.5
000 220-FOUR-PHASE SYS ADMINISTRATION	700	3.0
100 062-CSS SPACE	700	1.0
	910	2.0
		3.0
200 448-RMD PERSONNEL SWATS	700	7.5
311 811-EDS (EP/EO DETERMINATION SYS)	700	4.0
600 210-ZILOG SYSTEMS ADMINISTRATION	A00	2.0
600 478-COL DMV INFORMATION	700	.5
600 521-COL DIIP/DAIP FILE	700	1.5
602 102-ACS LOCATOR PROJECT	700	1.0
700 210-ZILOG SYSTEMS ADMINISTRATION	700	9.0
700 220-FOUR-PHASE SYS ADMINISTRATION	700	4.0
910 100-MANAGEMENT AND SUPERVISION	910	99.0
920 200-ATTENDING TRAINING-GENERAL	920	5.5
930 347-MEETINGS/CONFERENCES-GENERAL	930	10.0
952 000-SICK LEAVE	952	8.0
953 000-ADMINISTRATIVE LEAVE	953	3.0
954 000-COMPENSATORY TIME USED	954	13.0
EMPLOYEE TOTAL		288.5

Mar 31, 1988

WORK PLANNING AND CONTROL
 MULTI-USER BY EMPLOYEE
 Period: 02/01/88 - 03/05/88

Page 2

EMPLOYEE:

USER CODE/NAME -----	TASK CODE -----	HOURS -----
X00 062-CSS SPACE	700	1.0
	910	2.0
		3.0
X00 210-ZILOG SYSTEMS ADMINISTRATION	700	123.5
	A00	2.0
		125.5
X00 220-FOUR-PHASE SYS ADMINISTRATION	700	7.0
X00 448-RMD PERSONNEL SWATS	700	7.5
X00 478-COL DMV INFORMATION	700	.5
X00 521-COL DIIP/DAIP FILE	700	1.5
X02 102-ACS LOCATOR PROJECT	700	1.0
X10 100-MANAGEMENT AND SUPERVISION	910	99.0
X11 811-EDS (EP/EO DETERMINATION SYS)	700	4.0
X20 200-ATTENDING TRAINING-GENERAL	920	5.5
X30 347-MEETINGS/CONFERENCES-GENERAL	930	10.0
X52 000-SICK LEAVE	952	8.0
X53 000-ADMINISTRATIVE LEAVE	953	3.0
X54 000-COMPENSATORY TIME USED	954	13.0
EMPLOYEE TOTAL		288.5

Mar 31, 1988

WORK PLANNING AND CONTROL
 POSITION SUMMARY REPORT - HOURS
 Period: 02/01/88 - 03/05/88

Page 1

TASK	MGMT	CLER	SADM	OPR	CAST	CSYS	PROG	PAN	MAN	MAST	COMM
100	.0	.0	.0	855.5	723.5	.0	.0	.0	196.0	.0	.0
200	.0	.0	.0	268.5	27.5	.0	12.0	.0	.0	.0	35.0
300	93.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
400	.0	.0	.0	.0	.0	.0	107.0	.0	.0	.0	.0
500	44.5	.0	.0	.0	.0	.0	1040.8	333.5	.0	.0	.0
600	.0	.0	.0	.0	.0	.0	150.5	41.0	19.0	.0	.0
700	146.0	.0	235.0	.0	143.0	.0	178.0	.0	.0	.0	20.0
800	13.0	.0	.0	.0	.0	.0	95.5	.0	198.5	9.0	.0
900	602.0	547.0	218.0	302.0	175.5	.0	1169.2	32.0	92.5	13.0	10.0
A00	2.0	.0	.0	.0	.0	.0	.0	.0	95.0	.0	.0
B00	.0	.0	.0	.0	.0	.0	36.0	.0	.0	.0	152.0
D00	.0	.0	.0	.0	.0	.0	52.0	.0	.0	182.0	.0
E00	.0	54.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

TASK CODES

000 = DETAIL, NON-2300 ACTIVITY
 100 = COMPUTER OPERATIONS
 200 = SUPPORT OPERATIONS
 300 = NEW APPLICATION DEVELOPMENT
 400 = INITIAL MOD OF IMPORTED APPS
 500 = PROGRAM MAINT & MODIFICATION
 600 = SECURITY
 700 = SYSTEMS ADMINISTRATION
 800 = TECHNICAL ANALYSIS
 900 = OVERHEAD
 A00 = ACQUISITION SUPPORT
 B00 = DATA COMMUNICATION
 C00 = DATA ADMINISTRATION
 D00 = TRAINING - INSTRUCTOR
 E00 = CLERICAL

POSITION CODES

MGMT = MANAGER
 CLER = CLERICAL/SECRETARY
 SADM = SYSTEM ADMINISTRATOR
 OPR = COMPUTER OPERATOR
 CAST = COMPUTER ASSISTANT
 CSYS = COMPUTER SYS ANALYST
 PROG = PROGRAMMER/ANALYST
 PAN = PROGRAM ANALYST
 MAN = MANAGEMENT ANALYST
 MAST = MANAGEMENT ASSISTANT
 COMM = DATA COMMUNICATIONS SPEC
 DSEC = DATA SECURITY ANALYST

DALLAS DISTRICT WP&C REPORT
HOURS BY USERS AND TASKS

Week Ending Period 03/05/88
Cumulative Period 01/02/88 - 03/05/88

OPERATIONS SECTION

6XX

COLLECTION

CODE =====	TASK NAME =====	TOTAL WEEK =====	TOTAL CUMULATIVE =====
000	DETAIL, FROM NGN-2300 ACTIVITY	0.0	0.0
100	COMPUTER OPERATIONS	35.5	327.0
200	SUPPORT OPERATIONS	0.0	0.0
300	NEW PROGRAM DEVELOPMENT	0.0	0.0
400	INITIAL MODIF OF IMPORTED APPL	0.0	2.0
500	MAINTENANCE & MODIFICATION	9.0	169.0
600	SECURITY	0.0	0.0
700	SYSTEMS ADMINISTRATION	0.0	37.0
800	TECHNICAL ANALYSIS	0.0	4.0
900	GENERAL OVERHEAD	0.0	4.0
A00	ACQUISITION SUPPORT	0.0	2.0
B00	DATA COMMUNICATIONS	0.0	0.0
C00	DATA ADMINISTRATION	0.0	0.0
D00	TRAINING-CONDUCTING	0.0	0.0
E00	CLERICAL	0.0	0.0
TOTAL FOR USERS **		44.5	545.0

** Total does not include hours for Task 000, Details.

DALLAS DISTRICT WP&C REPORT
HOURS BY USERS AND TASKS

Week Ending Period 03/05/88
Cumulative Period 01/02/88 - 03/05/88

OPERATIONS SECTION

GRAND TOTALS BY TASKS

TASK NAME =====	TOTAL WEEK =====	TOTAL CUMULATIVE =====	PERCENT OF WEEK =====	PERCENT OF CUM. =====
000 DETAIL, FROM NON-2300 ACTIVITY	0.0	0.0	0.0%	0.0%
100 COMPUTER OPERATIONS	140.5	1336.1	32.4%	29.7%
200 SUPPORT OPERATIONS	13.5	102.5	3.1%	2.3%
300 NEW PROGRAM DEVELOPMENT	0.0	0.0	0.0%	0.0%
400 INITIAL MODIF OF IMPORTED APPL	0.0	2.0	0.0%	0.0%
500 MAINTENANCE & MODIFICATION	26.0	275.5	6.0%	6.1%
600 SECURITY	0.0	0.0	0.0%	0.0%
700 SYSTEMS ADMINISTRATION	122.5	989.0	28.3%	22.0%
800 TECHNICAL ANALYSIS	0.0	6.0	0.0%	0.1%
900 GENERAL OVERHEAD	97.5	1499.0	22.5%	33.3%
A00 ACQUISITION SUPPORT	0.0	4.0	0.0%	0.1%
B00 DATA COMMUNICATIONS	33.0	289.5	7.6%	6.4%
C00 DATA ADMINISTRATION	0.0	0.0	0.0%	0.0%
D00 TRAINING-CONDUCTING	0.0	0.0	0.0%	0.0%
E00 CLERICAL	0.0	0.0	0.0%	0.0%
 TOTAL FOR ALL TASKS **	 433.0	 4503.6		

** Total does not include hours for Task 000, Details.

DALLAS DISTRICT WP&C REPORT
HOURS BY USERS AND TASKS

Week Ending Period 03/05/88
Cumulative Period 01/02/88 - 03/05/88

COMPUTER BRANCH

GRAND TOTALS AND PERCENTAGES BY USER

USER	NAME	TOTAL WEEK	TOTAL CUMULATIVE	PERCENT OF WEEK	PERCENT OF CUM.
=====	=====	=====	=====	=====	=====
0XX	MULTIPLE-USER	21.0	80.0	4.8%	1.8%
1XX	COMPUTER SERVICES	0.0	47.0	0.0%	1.0%
2XX	ADMINISTRATION	0.0	0.0	0.0%	0.0%
3XX	EP/EO	0.0	0.0	0.0%	0.0%
4XX	CRIMINAL INVESTIGATION	0.0	0.0	0.0%	0.0%
5XX	TAXPAYER SERVICE	0.0	0.0	0.0%	0.0%
6XX	COLLECTION	297.0	2888.8	67.6%	64.1%
7XX	EXAMINATION	0.0	0.0	0.0%	0.0%
8XX	APPEALS/COUNSEL	0.0	0.0	0.0%	0.0%
9XX	OVERHEAD	121.5	1494.2	27.6%	33.1%
AXX	INTERNAL AUDIT	0.0	0.0	0.0%	0.0%
BXX	ALL OTHER	0.0	0.0	0.0%	0.0%
CXX	RETURNS PROCESSING	0.0	0.0	0.0%	0.0%
TOTAL FOR ALL USERS		439.5	4510.0		

DALLAS DISTRICT WP&C REPORT
SUMMARY OF HOURS BY USERS AND TASKS

Week Ending Period 03/05/88
Cumulative Period 01/02/88 - 03/05/88

USER NAME	WEEKLY FIGURES AND PERCENTAGES											
	COMPUTER BRANCH		COMPUTER SERVIC ES & SPT STAFF		AUTOMATION SUPP ORT BRANCH		OPERATIONS SECT ION		APPLICATION & A NALYSIS SECTION		TOTALS FOR DISTRICT CSS	
	WEEK	PERC	WEEK	PERC	WEEK	PERC	WEEK	PERC	WEEK	PERC	WEEK	PERC
0XX MULTIPLE-USER	21.0	4.8	0.0	0.0	84.0	33.9	112.5	26.0	11.5	2.1	229.0	13.2
1XX COMPUTER SERVIC	0.0	0.0	4.0	5.2	39.0	15.7	22.0	5.1	35.5	6.6	100.5	5.8
2XX ADMINISTRATION	0.0	0.0	0.0	0.0	0.0	0.0	31.0	7.2	108.0	20.0	139.0	8.0
3XX EP/EO	0.0	0.0	0.0	0.0	0.0	0.0	32.0	7.4	0.0	0.0	32.0	1.8
4XX CRIMINAL INVEST	0.0	0.0	0.0	0.0	0.0	0.0	12.0	2.8	0.0	0.0	12.0	0.7
5XX TAXPAYER SERVIC	0.0	0.0	0.0	0.0	35.0	14.1	7.5	1.7	23.5	4.4	66.0	3.8
6XX COLLECTION	297.0	67.6	0.0	0.0	0.0	0.0	44.5	10.3	139.0	25.8	480.5	27.7
7XX EXAMINATION	0.0	0.0	0.0	0.0	0.0	0.0	74.0	17.1	80.0	14.8	154.0	8.9
8XX APPEALS/COUNSEL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
9XX OVERHEAD	121.5	27.6	73.0	94.8	90.0	36.3	97.5	22.5	142.0	26.3	524.0	30.2
AXX INTERNAL AUDIT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BXX ALL OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CXX RETURNS PROCESS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL FOR WEEK	439.5	25.3	77.0	4.4	248.0	14.3	433.0	24.9	539.5	31.1	1737.0	
(NOTE: % OF ALL CSS OFFICES - WEEK)												

USER NAME	CUMULATIVE FIGURES AND PERCENTAGES											
	COMPUTER BRANCH		COMPUTER SERVIC ES & SPT STAFF		AUTOMATION SUPP ORT BRANCH		OPERATIONS SECT ION		APPLICATION & A NALYSIS SECTION		TOTALS FOR DISTRICT CSS	
	CUM.	PERC	CUM.	PERC	CUM.	PERC	CUM.	PERC	CUM.	PERC	CUM.	PERC
0XX MULTIPLE-USER	80.0	1.8	0.0	0.0	534.0	22.0	1239.5	27.5	284.0	5.5	2137.5	12.3
1XX COMPUTER SERVIC	47.0	1.0	4.0	0.5	329.0	13.6	85.0	1.9	523.5	10.1	988.5	5.7
2XX ADMINISTRATION	0.0	0.0	9.0	1.2	0.0	0.0	372.1	8.3	1093.0	21.1	1474.1	8.5
3XX EP/EO	0.0	0.0	0.0	0.0	0.0	0.0	255.5	5.7	86.5	1.7	342.0	2.0
4XX CRIMINAL INVEST	0.0	0.0	0.0	0.0	0.0	0.0	102.0	2.3	14.5	0.3	116.5	0.7
5XX TAXPAYER SERVIC	0.0	0.0	0.0	0.0	221.0	9.1	118.5	2.6	121.0	2.3	460.5	2.6
6XX COLLECTION	2888.8	64.1	0.0	0.0	61.0	2.5	545.0	12.1	896.0	17.3	4390.8	25.2
7XX EXAMINATION	0.0	0.0	0.0	0.0	92.0	3.8	330.5	7.3	783.5	15.1	1206.0	6.9
8XX APPEALS/COUNSEL	0.0	0.0	0.0	0.0	64.0	2.6	3.0	0.1	0.0	0.0	67.0	0.4
9XX OVERHEAD	1494.2	33.1	763.0	98.3	1122.0	46.2	1452.5	32.3	1373.0	26.5	6204.8	35.7
AXX INTERNAL AUDIT	0.0	0.0	0.0	0.0	5.0	0.2	0.0	0.0	0.0	0.0	5.0	0.0
BXX ALL OTHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CXX RETURNS PROCESS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL FOR CUM.	4510.0	25.9	776.0	4.5	2428.0	14.0	4503.6	25.9	5175.0	29.8	17392.6	
(NOTE: % OF ALL CSS OFFICES - CUM.)												

Mar 31, 1988

WORK PLANNING AND CONTROL
 TASK CODE ANALYSIS REPORT
 Period Ending: 02/01/88 - 03/05/88

Page 1

<u>TASK NAME</u> -----	<u>HOURS</u> -----	<u>PERCENT OF TOTAL</u> -----
1xx = COMPUTER OPERATIONS	1,775.0	20.36%
2xx = SUPPORT OPERATIONS	343.0	3.93%
3xx = NEW APPLICATION DEVELOPMENT	93.0	1.07%
4xx = INITIAL MODIFICATION OF IMPORTED APPL	107.0	1.23%
5xx = PROGRAM MAINTENANCE AND MODIFICATION	1,418.8	16.27%
6xx = SECURITY	210.5	2.41%
7xx = SYSTEMS ADMINISTRATION	722.0	8.28%
8xx = TECHNICAL ANALYSIS	316.0	3.62%
9xx = OVERHEAD	3,161.2	36.25%
Axx = ACQUISITION SUPPORT	97.0	1.11%
Bxx = DATA COMMUNICATION	188.0	2.16%
Dxx = TRAINING - INSTRUCTOR	234.0	2.68%
Exx = CLERICAL	54.0	.62%
 TOTAL DIRECT HOURS (Excludes Overhead) **	 5,558.2	
 TOTAL HOURS (Includes Overhead) **	 8,719.5	

** Total does not include hours for Task 000, Details

Apr 1, 1988

WORK PLANNING AND CONTROL
 TASK CODE ANALYSIS REPORT
 Period Ending: 02/01/88 - 03/05/88

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ORGANIZATION: OPERATIONS SECTION

TASK NAME -----	HOURS -----	PERCENT OF TOTAL -----
1xx = COMPUTER OPERATIONS	723.5	32.56%
2xx = SUPPORT OPERATIONS	62.5	2.81%
5xx = PROGRAM MAINTENANCE AND MODIFICATION	133.5	6.01%
7xx = SYSTEMS ADMINISTRATION	575.0	25.88%
9xx = OVERHEAD	573.5	25.81%
Axx = ACQUISITION SUPPORT	2.0	.09%
Bxx = DATA COMMUNICATION	152.0	6.84%
 TOTAL DIRECT HOURS (Excludes Overhead) **	 1,648.5	
 TOTAL HOURS (Includes Overhead) **	 2,222.0	

** Total does not include hours for Task 000, Details

Apr 1, 1988

WORK PLANNING AND CONTROL
USER CODE ANALYSIS REPORT
Period Ending: 01/02/88 - 03/05/88

Page 1

<u>USER NAME</u>	<u>HOURS</u>	<u>PERCENT OF TOTAL</u>
0xx = MULTIPLE-USER	2,137.5	12.29%
1xx = COMPUTER SERVICES	988.5	5.68%
2xx = ADMINISTRATION	1,474.1	8.48%
3xx = EP/EO	342.0	1.97%
4xx = CRIMINAL INVESTIGATION	116.5	.67%
5xx = TAXPAYER SERVICE	460.5	2.65%
6xx = COLLECTION	4,390.8	25.24%
7xx = EXAMINATION	1,206.0	6.93%
8xx = APPEALS/COUNSEL	67.0	.39%
9xx = OVERHEAD	6,204.8	35.67%
Axx = INTERNAL AUDIT	5.0	.03%
TOTAL HOURS	17,392.6	

Apr 1, 1988

WORK PLANNING AND CONTROL
USER CODE ANALYSIS REPORT
Period Ending: 01/02/88 - 03/05/88

Page 4

ORGANIZATION: OPERATIONS SECTION

<u>USER NAME</u> -----	<u>HOURS</u> -----	<u>PERCENT OF TOTAL</u> -----
0xx = MULTIPLE-USER	1,239.5	27.52%
1xx = COMPUTER SERVICES	85.0	1.89%
2xx = ADMINISTRATION	372.1	8.26%
3xx = EP/EO	255.5	5.67%
4xx = CRIMINAL INVESTIGATION	102.0	2.26%
5xx = TAXPAYER SERVICE	118.5	2.63%
6xx = COLLECTION	545.0	12.10%
7xx = EXAMINATION	330.5	7.34%
8xx = APPEALS/COUNSEL	3.0	.07%
9xx = OVERHEAD	1,452.5	32.25%
TOTAL HOURS	4,503.6	

Fri Apr 1 1988

WORK PLANNING AND CONTROL
WORKPLAN VS. ACTUAL HOURS ANALYSIS

Page 1

<u>User Code</u>	<u>User Name</u>	<u>Est. Start</u>	<u>Est. Stop</u>	<u>Actual Start</u>	<u>Actual Stop</u>	<u>Est. Hrs.</u>	<u>Actual Hours</u>	<u>Percent Complete</u>	<u>Remarks</u>
200 512	RMD AUTO. RCN TNG SYS (ARTS)	10/09/86	09/15/88	10/09/86	00/00/00	1000	660.5	66.1%	

Mar 31, 1988

WORK PLANNING AND CONTROL
 TIME CODE SUMMARY REPORT
 PERIOD: 02/01/88 - 03/05/88

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TIME CODE: 1. REGULAR

ORGANIZATION -----	POSITION -----	HOURS -----
52900-COMPUTER BRANCH	MANAGER	200.0
	COMPUTER OPERATOR	1,399.0
	PROGRAMMER/ANALYST	439.8
	PROGRAM ANALYST	209.5
TOTAL FOR 52900		2,248.2
52910-COMPUTER SERVICES & SPT STAFF	MANAGER	192.0
	CLERICAL/SECRETARY	196.0
TOTAL FOR 52910		388.0
52920-AUTOMATION SUPPORT BRANCH	CLERICAL/SECRETARY	404.0
	MANAGEMENT ANALYST	564.0
	MANAGEMENT ASSISTANT	204.0
TOTAL FOR 52920		1,172.0
52925-OPERATIONS SECTION	MANAGER	182.0
	SYSTEM ADMINISTRATOR	394.0
	COMPUTER ASSISTANT	1,007.0
	PROGRAMMER/ANALYST	188.0
	DATA COMM SPECIALIST	193.0
TOTAL FOR 52925		1,964.0
52926-APPLICATION & ANALYSIS SECTION	MANAGER	196.0
	PROGRAMMER/ANALYST	2,098.0
	PROGRAM ANALYST	197.0
TOTAL FOR 52926		2,491.0
TOTAL FOR TIME CODE 1		8,263.2

Mar 31, 1988

DISTRICT WP&C REPORT
PROJECT SUMMARY BY USER
Period: 02/01/88 - 03/05/88

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USER CODE/NAME -----	EMPLOYEE NAME -----	TASK ----	HOURS -----
			60.00
300 220-FOUR-PHASE SYS ADMINISTRATI		100	.50
300 300-MICRO COMPUTER - SYS ADMIN		700	2.50
300 441-EPEO USER FEES DATABASE		510	3.00
300 904-EP/EO AUTOMATION GENERAL		440	13.00
311 811-EDS (EP/EO DETERMINATION SY		100	10.00
		700	4.00
		100	9.50
		700	2.00
		100	6.50
		510	8.00
		100	11.00
			51.00
400 205-SYSTEMS BACKUP & DISASTERS		100	15.00
		100	4.50
		100	2.00
			21.50
400 210-ZILOG SYSTEMS ADMINISTRATIO		100	2.00
		700	7.50
		100	1.50
		100	4.50
		100	12.00
			27.50
400 300-MICRO COMPUTER - SYS ADMIN		700	5.00
400 435-CID GREENSBORO-ALL OTHERS		530	4.00

Mar 31, 1988

DISTRICT WP&C REPORT
PROJECT SUMMARY BY USER
Period: 02/01/88 - 03/05/88

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ORGANIZATION: ADMINISTRATION

PROJECT NAME -----	TASK CODE/NAME -----	HOURS -----
RMD PERSONNEL ACTIONS	500-MAINTENANCE & MODIFICATION	40.0
	510-REVIEW/ANALYSIS (MAINT)	10.0
	530-PROGRAMMING (MAINT)	126.0
	540-TESTING (MAINT)	9.0
	550-DOCUMENTATION (MAINT)	28.0
	910-MGMT & SUPV. - SWR SUPPORT	9.0
	000-SUPPORT - OTHER	8.0
		239.5
RMD AUTO. RGN TNG SYS (ARTS)	310-REVIEW/ANALYSIS-SWR SUPP (NEW)	4.0
	330-PROGRAMMING-SWR SUPPORT (NEW)	4.0
	530-PROGRAMMING-SWR SUPP (MAINT)	89.5
	800-TECHNICAL ANALYSIS	65.0
	900-GENERAL OVERHEAD	50.0
	920-ATTENDING TRAINING	35.0
		247.5
RMD PERSONNEL PDS - IRA	510-REV/ANALYSIS-OTHER SUPP (MAINT)	2.0
RMD PAPERLESS 52	510-REV/ANALYSIS-SWR SUPP (MAINT)	16.5
	530-PROGRAMMING-SWR SUPP (MAINT)	16.0
	800-SUPPORT -SWR	1.0
		33.5
RMD AUTOMATION GENERAL	310-REVIEW AND ANALYSIS (NEW)	2.0

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DISTRICT WP&C REPORT
TASK SUMMARY BY PROJECT
Period: 02/01/88 - 03/05/88

Page 1

ORGANIZATION: ADMINISTRATION

TASK CODE/NAME -----	PROJECT NAME -----	HOURS -----
100-COMPUTER OPERATIONS	SYSTEMS BACKUP & DISASTERS	36.0
	ZILOG SYSTEMS ADMINISTRATION	30.5
	ZILOG SYSTEMS GENERAL	.5
	RMD PERSONNEL SWATS	39.5
		106.5
200-SUPPORT OPERATIONS	AUTOMATED TRAINING SYSTEM(ATS)	35.0
310-REV/ANALYSIS-N.O. SUPP (NEW)	RMD PERSONNEL ACTIONS	9.5
	RMD AUTO. RGN TNG SYS (ARTS)	4.0
	RMD AUTOMATION GENERAL	2.0
		15.5
330-PROGRAMMING-SWR SUPPORT (NEW)	RMD AUTO. RGN TNG SYS (ARTS)	4.0
500-MAINTENANCE & MODIFICATION	RMD PERSONNEL ACTIONS	40.0
510-REVIEW/ANALYSIS (MAINT)	DISTRICT FISCAL TRACKING	4.0
	RMD CSB 809 CONTROL	1.0
	RMD PERSONNEL SWATS	9.0
	RMD PERSONNEL ACTIONS	10.0
	RMD PERSONNEL PDS - IRA	2.0
	RMD PAPERLESS 52	16.5
	PROMIS - PRO	1.0
		43.5

04/04/88

2300 Validation Report for 03/12/88

Page: 1

Organization 52920, Employee Name:

Task	Mic	-User Code-		User Name	SAT	Time	Day	Hrs
-----	---	NO	Local	-----	---	---	---	---
600	0	100	014	SMALL-SCALE SECURITY	0	1	MO	4.0
802	0	122	808	CSS WP&C PROGRAM	0	1	MO	1.0
800	0	017	807	MMDF	0	1	MO	1.0
800	0	016	806	TECHNICAL INFORMATION SYSTEM	0	1	MO	1.0
930	0	930	300	ADMINISTRATIVE OVERHEAD	0	1	MO	1.0
930	0	930	300	ADMINISTRATIVE OVERHEAD	0	1	TU	1.0
802	0	122	808	CSS WP&C PROGRAM	0	1	TU	7.0
802	0	122	808	CSS WP&C PROGRAM	0	1	WE	8.0
802	0	122	808	CSS WP&C PROGRAM	0	1	TH	8.0
802	0	122	808	CSS WP&C PROGRAM	0	1	FR	5.0
930	0	930	300	ADMINISTRATIVE OVERHEAD	0	1	FR	1.0
954	0	954	000	COMPENSATORY TIME USED	0	5	FR	2.0
								40.0

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 PROJECT ANALYSIS REPORT - DIRECT STAFF YEARS
 AS REALIZED BY ALL ORGANIZATIONS
 PERIOD: 10/01/87 - 01/02/88

EXHIBIT 3-1

PROJECT	529	TOTAL
MISC NAT APPS	0.00	0.00
ACS	1.76	1.76
CAAPIRS	0.00	0.00
AABES	0.00	0.00
ESP	0.00	0.00
PROMIS	0.02	0.02
ICS	0.16	0.16
AES	0.46	0.46
DAOCS	0.01	0.01
ACT	0.00	0.00
EDS	0.04	0.04
ATS	0.04	0.04
IDRS	0.18	0.18
CRS	0.00	0.00
CAMS	0.00	0.00
TIS	0.00	0.00
MMDF	0.12	0.12
TRAS	0.00	0.00
DATA DICT.	0.00	0.00
PROCURE. DATA	0.00	0.00
ATSS	0.00	0.00
WP&C	0.11	0.11
PACNET	0.02	0.02
TSMLS	0.00	0.00
STARC	0.00	0.00
TOTAL NAT APPS	2.90	2.90
LOCAL APPS	3.31	3.31

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
USER ANALYSIS REPORT - DIRECT STAFF YEARS
AS REALIZED BY ALL ORGANIZATIONS
PERIOD: 10/01/87 - 01/02/88

<u>USER</u>	<u>529</u>	<u>TOTAL</u>
MULTIPLE-USER	1.35	1.35
COMPUTER SERV.	0.28	0.28
ADMINISTRATION	0.78	0.78
EP/EO	0.22	0.22
CRIMINAL INVES	0.06	0.06
TAXPAYER SERV.	0.28	0.28
COLLECTION	2.55	2.55
EXAMINATION	0.69	0.69
APPEALS/COUNS.	0.03	0.03
OVERHEAD	3.36	3.36
INTERNAL AUDIT	0.00	0.00
ALL OTHER	0.00	0.00
RETURNS PROC.	0.00	0.00
 TOTAL	 9.59	 9.59
 OVERTIME	 0.20	 0.20

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
TASK ANALYSIS REPORT - DIRECT STAFF YEARS
AS REALIZED BY ALL ORGANIZATIONS
PERIOD: 10/01/87 - 01/02/88

<u>TASK</u>	<u>529</u>	<u>TOTAL</u>
DETAIL-IN	0.00	0.00
COMPUTER OPS	1.93	1.93
SUPPORT OPS	0.46	0.46
NEW APPS DEV	0.03	0.03
INITIAL MOUS	0.18	0.18
MAINTENANCE	1.33	1.33
SECURITY	0.05	0.05
SYSTEMS ADMIN	0.63	0.63
TECH ANALYSIS	0.44	0.44
OVERHEAD	3.89	3.89
ACQUISITION	0.07	0.07
DATA COMM	0.30	0.30
DATA ADMIN	0.00	0.00
TRAINING	0.15	0.15
CLERICAL	0.11	0.11
 TOTAL **	 9.59	 9.59

** Total does not include hours for Task 000, Details.

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
STAFFYEARS REALIZED REPORT
PERIOD: 10/01/87 - 01/02/88

SOUTHWEST REGION	TOTAL	ACS
Dallas	9.59	2.56
DIST SUBTOTAL	9.59	2.56
REG HQTRS	.00	
TOTAL	9.59	2.56

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 POSITION SUMMARY - STAFF YEARS
 EMPLOYMENT CATEGORY: PERMANENT FULL-TIME
 POSITION: COMPUTER PROGRAMMER/ANALYST
 PERIOD: 10/01/87 - 01/02/88

SOUTHWEST REGION

DIST SUBTOTAL	2.79(0.24)
REG HQTRS	0.00
REGION TOTAL	2.79(0.24)

<u>REGION-WIDE RECAPS:</u>	<u>ACS</u>	<u>NON-ACS</u>	<u>TOTAL</u>
Regional Headquarters	0.00	0.00	0.00
Districts	0.24	2.55	2.79
2300 Activity Total	0.24	2.55	2.79

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 POSITION SUMMARY - STAFF YEARS
 TOTAL FOR EMPLOYMENT CATEGORY: PERMANENT FULL-TIME
 PERIOD: 10/01/87 - 01/02/88

SOUTHWEST REGION

DIST SUBTOTL	8.93(2.32)
REG HQTRS	0.00
REGION TOTAL	8.93(2.32)

<u>SERVICE-WIDE RECAPS:</u>	<u>ACS</u>	<u>NON-ACS</u>	<u>TOTAL</u>
Regional Headquarters	0.00	0.00	0.00
Districts	2.32	6.61	8.93
2300 Activity Total	2.32	6.61	8.93

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
PROJECT ANALYSIS REPORT - DIRECT STAFF YEARS
AS REALIZED BY ALL ORGANIZATIONS
PERIOD: 10/01/87 - 01/02/88

PROJECT	SER	MWR	CR	SWR	NAR	MAR	WR	ALL
MISC NAT APPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACS	0.00	0.00	0.00	1.76	0.00	0.00	0.00	1.76
CAAPIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AABES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROMIS	0.00	0.00	0.00	0.02	0.00	0.00	0.00	0.02
ICS	0.00	0.00	0.00	0.16	0.00	0.00	0.00	0.16
AES	0.00	0.00	0.00	0.46	0.00	0.00	0.00	0.46
DAOCS	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.01
ACI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDS	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.04
ATS	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.04
IDRS	0.00	0.00	0.00	0.18	0.00	0.00	0.00	0.18
CRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MMDF	0.00	0.00	0.00	0.12	0.00	0.00	0.00	0.12
TRAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DATA DICT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROCURE. DATA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ATSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WP&C	0.00	0.00	0.00	0.11	0.00	0.00	0.00	0.11
PACNET	0.00	0.00	0.00	0.02	0.00	0.00	0.00	0.02
TSMIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STARC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL NAT APPS	 0.00	 0.00	 0.00	 2.90	 0.00	 0.00	 0.00	 2.90
LOCAL APPS	0.00	0.00	0.00	3.31	0.00	0.00	0.00	3.31

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 USER ANALYSIS REPORT - DIRECT STAFF YEARS
 AS REALIZED BY ALL ORGANIZATIONS
 PERIOD: 10/01/87 - 01/02/88

<u>USER</u>	<u>SER</u>	<u>MWR</u>	<u>CR</u>	<u>SWR</u>	<u>NAR</u>	<u>MAR</u>	<u>WR</u>	<u>ALL</u>
MULTIPLE-USER	0.00	0.00	0.00	1.35	0.00	0.00	0.00	1.35
COMPUTER SERV.	0.00	0.00	0.00	0.28	0.00	0.00	0.00	0.28
ADMINISTRATION	0.00	0.00	0.00	0.78	0.00	0.00	0.00	0.78
EP/EO	0.00	0.00	0.00	0.22	0.00	0.00	0.00	0.22
CRIMINAL INVES	0.00	0.00	0.00	0.06	0.00	0.00	0.00	0.06
TAXPAYER SERV.	0.00	0.00	0.00	0.28	0.00	0.00	0.00	0.28
COLLECTION	0.00	0.00	0.00	2.55	0.00	0.00	0.00	2.55
EXAMINATION	0.00	0.00	0.00	0.69	0.00	0.00	0.00	0.69
APPEALS/COUNS.	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.03
OVERHEAD	0.00	0.00	0.00	3.36	0.00	0.00	0.00	3.36
INTERNAL AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETURNS PROC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL	 0.00	 0.00	 0.00	 9.59	 0.00	 0.00	 0.00	 9.59
OVERTIME	0.00	0.00	0.00	0.20	0.00	0.00	0.00	0.20

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
TASK ANALYSIS REPORT - DIRECT STAFF YEARS
AS REALIZED BY ALL ORGANIZATIONS
PERIOD: 10/01/87 - 01/02/88

<u>TASK</u>	<u>SER</u>	<u>MWR</u>	<u>CR</u>	<u>SWR</u>	<u>NAR</u>	<u>MAR</u>	<u>WR</u>	<u>ALL</u>
DETAIL-IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPUTER OPS	0.00	0.00	0.00	1.93	0.00	0.00	0.00	1.93
SUPPORT OPS	0.00	0.00	0.00	0.46	0.00	0.00	0.00	0.46
NEW APPS DEV	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.03
INITIAL MODS	0.00	0.00	0.00	0.18	0.00	0.00	0.00	0.18
MAINTENANCE	0.00	0.00	0.00	1.33	0.00	0.00	0.00	1.33
SECURITY	0.00	0.00	0.00	0.05	0.00	0.00	0.00	0.05
SYSTEMS ADMIN	0.00	0.00	0.00	0.63	0.00	0.00	0.00	0.63
TECH ANALYSIS	0.00	0.00	0.00	0.44	0.00	0.00	0.00	0.44
OVERHEAD	0.00	0.00	0.00	3.89	0.00	0.00	0.00	3.89
ACQUISITION	0.00	0.00	0.00	0.07	0.00	0.00	0.00	0.07
DATA COMM	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.30
DATA ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	0.15	0.00	0.00	0.00	0.15
CLERICAL	0.00	0.00	0.00	0.11	0.00	0.00	0.00	0.11
 TOTAL **	 0.00	 0.00	 0.00	 9.59	 0.00	 0.00	 0.00	 9.59

** Total does not include hours for Task 000, Details.

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 FTE REALIZED REPORT
 PERIOD: 10/01/87 - 01/02/88

NOTE: FTE = staffhours realized divided by number of staffhours
 which one fulltime employee would realize in period.

SOUTHEAST REGIONMIDWEST REGIONCENTRAL REGION

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

SOUTHWEST REGIONNORTH-ATLANTIC REGIONMID-ATLANTIC REGION

Dallas 41.72(11.14)

DIST SUBTOTAL 41.72(11.14)
 REG HQTRS 0.00
 REGION TOTAL 41.72(11.14)

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

WESTERN REGIONSERVICE-WIDE RECAPS:

	<u>ACS</u>	<u>NON-ACS</u>	<u>TOTAL</u>
Regional Headquarters	0.00	0.00	0.00
Districts	11.14	30.58	41.72
2300 Activity Total	11.14	30.58	41.72

2300 ACTIVITY - FIELD STAFFING
REGIONAL AND DISTRICT OFFICES
STAFF YEARS REALIZED REPORT
PERIOD: 10/01/87 - 01/02/88

SOUTHEAST REGIONMIDWEST REGIONCENTRAL REGION

DIST SUBTOTAL 0.00
REG HQTRS 0.00
REGION TOTAL 0.00

DIST SUBTOTAL 0.00
REG HQTRS 0.00
REGION TOTAL 0.00

DIST SUBTOTAL 0.00
REG HQTRS 0.00
REGION TOTAL 0.00

SOUTHWEST REGIONNORTH-ATLANTIC REGIONMID-ATLANTIC REGION

Dallas 9.59(2.56)

DIST SUBTOTAL 9.59(2.56)
REG HQTRS 0.00
REGION TOTAL 9.59(2.56)

DIST SUBTOTAL 0.00
REG HQTRS 0.00
REGION TOTAL 0.00

DIST SUBTOTAL 0.00
REG HQTRS 0.00
REGION TOTAL 0.00

WESTERN REGIONSERVICE-WIDE RECAPS:

	<u>ACS</u>	<u>NON-ACS</u>	<u>TOTAL</u>
Regional Headquarters	0.00	0.00	0.00
Districts	2.56	7.03	9.59
2300 Activity Total	2.56	7.03	9.59

DIST SUBTOTAL 0.00
REG HQTRS 0.00

2300 ACTIVITY FIELD STAFFING - REGIONAL AND DISTRICT OFFICES
 POSITION SUMMARY - STAFF YEARS
 EMPLOYMENT CATEGORY: PERMANENT FULL-TIME
 POSITION: COMPUTER PROGRAMMER/ANALYST
 PERIOD: 10/01/87 - 01/02/88

EXHIBIT 4-6

SOUTHEAST REGION

MIDWEST REGION

CENTRAL REGION

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

SOUTHWEST REGION

NORTH-ATLANTIC REGION

MID-ATLANTIC REGION

Dallas 2.79(0.24)

DIST SUBTOTAL 2.79(0.24)
 REG HQTRS 0.00
 REGION TOTAL 2.79(0.24)

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

WESTERN REGION

SERVICE-WIDE RECAPS:

	<u>ACS</u>	<u>NON-ACS</u>	<u>TOTAL</u>
Regional Headquarters	0.00	0.00	0.00
Districts	0.24	2.55	2.79
2300 Activity Total	0.24	2.55	2.79

DIST SUBTOTAL 0.00
 REG HQTRS 0.00
 REGION TOTAL 0.00

2300 ACTIVITY - FIELD STAFFING
 REGIONAL AND DISTRICT OFFICES
 POSITION SUMMARY - STAFF YEARS
 TOTAL FOR EMPLOYMENT CATEGORY: PERMANENT FULL-TIME
 PERIOD: 10/01/87 - 01/02/88

EXHIBIT 4-7

SOUTHEAST REGION

MIDWEST REGION

CENTRAL REGION

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00

SOUTHWEST REGION

NORTH-ATLANTIC REGION

MID-ATLANTIC REGION

Dallas 8.93(2.32)

DIST SUBTOTAL 8.93(2.32)
 REG HQTBS 0.00
 REGION TOTAL 8.93(2.32)

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00

WESTERN REGION

SERVICE-WIDE RECAPS:	ACS	NON-ACS	TOTAL
Regional Headquarters	0.00	0.00	0.00
Districts	2.32	6.61	8.93
2300 Activity Total	2.32	6.61	8.93

DIST SUBTOTAL 0.00
 REG HQTBS 0.00
 REGION TOTAL 0.00